



Policy Title: Continuing Competency Program Policy	
Date Approved: January 6, 2020	Category: Registration
Date of next revision:	Authority: Act S 2(E) (H), 4 (G), 10(F) (O) Regulations S 10(d), 13 General Bylaws C (1,2)

Policy Statement:

The Nova Scotia College of Respiratory Therapists is the body that regulates the practice of Respiratory Therapy and governs its members in accordance with the Respiratory Therapists Act and the Regulations to ensure members have the capacity, competence, capability and character to safely and ethically practice Respiratory Therapy.

The Continuing Competency Program (CCP) is a tool developed by the NSCRT Credential Committee to ensure that all licensed members of the College maintain and further develop the competencies required to safely, competently and ethically provide clinically appropriate care.

Definitions:

- **Audit** – An official review by the NSCRT of members’ practice and/or practice areas, generally performed via review of professional portfolios.
- **Competence** – The ability to integrate and apply the knowledge, skills and judgement required to practise safely and ethically in a designated role and practice setting and includes both entry-level and continuing competencies.
- **Continuing Education Credits (CECs)** – activities that have been defined as eligible under the continuing competency program.
- **Continuing Competency Program (CCP)** – is a regulatory program and quality assurance mechanism that ensures ongoing education is taking place for all active practice members of the College, and includes members of the non-practicing class, members on maternity, parental or sick leave, or members who registered late in the year.
- **E-Volve E-learning module** – A mandatory, online continuing education credit developed by the College to assist registrants in acquiring information relevant to practice and to maintain currency.
- **E-Volve Self-Assessment Tool** – A mandatory, online assessment tool developed by the College to assist registrants in self-identifying areas of professional development.



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- **Learning Log** – An on-line record, located on NSCRT members' portal, where identification of learning objectives, resources, timelines, learning activities and self-reflection are recorded.
- **Non-compliant** – Failing to have any component of a professional portfolio be in accordance with the standards of the College's continuing competency program.
- **Professional Portfolio** – An online record of members' completed e-learning module, practice self-assessment, learning log, and record of practice hours.
- **Random Selection** – A defensible, transparent method of choosing members for professional portfolio review, where all individuals have an equal chance of being selected.

Policy/Procedure:

- 1.0 All members must adhere to the College's CCP to be eligible for a license in the active practice category.
- 2.0 A percentage of members, as written in the NSCRT bylaws, will be randomly selected annually for an audit of their professional portfolio to ensure ongoing compliance with the CCP.
- 3.0 The requirements of the CCP are as follows:
 - 3.1 At least 1500 hours practising respiratory therapy in the previous 4 years.
 - 3.1.1 Members must record the number in the appropriate section of the online member profile.
 - 3.1.2 Members who are audited will be required to provide proof of hours worked from the employer.
 - 3.2 Annual completion of the online E-Volve E-learning module prior to the renewal deadline.
 - 3.3 Annual completion of the online E-Volve Self-assessment tool (**Beginning in 2021**)
 - 3.4 Annual completion of the online learning log:
 - 3.4.1 Members must enter 2 defined learning objectives prior to the renewal deadline, including a projected completion date and potential resources to be used.
 - 3.4.1.1 Learning objectives will be automatically generated following completion of the E-Volve self-assessment tool. Members will select a minimum of two objectives from the populated list-one objective must be a Core Competency.
 - 3.4.2 If randomly selected for the audit process, members must complete their professional portfolio on their online member portal. Professional portfolios must also include:



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- 3.4.2.1 Identification of which learning objective each CEC is related to;
 - 3.4.2.2 Identification of the CEC;
 - 3.4.2.3 Identification of the date CEC attained;
 - 3.4.2.4 Completion of the self-reflection section detailing how the CEC relates to the member's practice.
 - 3.4.2.5 Proof of practice hours in the last 4 years
- 4.0 Renewal applications for an active practice licence will not be approved until completion of the e-learning module and policy step 3.4.1 of the online learning log.
- 5.0 Members who complete the CCP requirements and submit a renewal application after the renewal deadline will be subject to late fees as detailed in the bylaws.
- 6.0 Members who allow their practice license to expire will be subject to reinstatement fees as detailed in the bylaws.
- 7.0 Members who fail to complete the required pre-renewal CCP elements prior to the end of the licensing year but submit a renewal application will be granted a 3-month temporary licence within which the CCP requirements must be met.
- 7.1 Upon completion of the CCP requirements and notification of the Registrar, temporary license holders will immediately be granted an active-practice license provided there are no other licensing restrictions on their file.
 - 7.2 Upon expiry of a temporary license granted secondary to failure to comply with the pre-renewal CCP requirements, the member's license to practice will expire.
 - 7.3 Extensions to temporary licenses are granted in extenuating circumstances only and at the discretion of the Registrar.
- 8.0 Members who refuse to comply with the CCP requirements despite attempts at remediation will have their file referred to the Complaints Committee for professional misconduct.

References:

Respiratory Therapists Act S.N.S. 2007. c. 13.

Available at: <https://nslegislature.ca/sites/default/files/legc/statutes/respther.htm>

Respiratory Therapists Regulations made under Section 10 of the Respiratory Therapists Act

Available at: <https://www.nscrt.com/pdf/resources/regulations.pdf>



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Nova Scotia College of Respiratory Therapists General Bylaws June 2008; Amended November 2018. S.
(B) (C).

Available at: https://www.nscrt.com/images/2016_NSCRT_bylaws.pdf

Version History	
Date revised:	Reason for revision: