

EVOLVE: To develop gradually over time, to a more complex form.

E-Volve RRT Practice: A practice that changes and grows over a professional's career.

## E-Volve

NSCRT Continuing Competency Program

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# NSCRT “E-Volve” Continuing Competency Program

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## NSCRT E-Volve CCP Introduction

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Welcome to the NSCRT’s Continuing Competency Program (CCP), titled “**E-Volve**”. Each component of E-Volve is a Board approved continuing education credit and therefore a compulsory requirement of all Registered Respiratory Therapists (RRTs) in Nova Scotia. E-Volve replaced the NSCRT’s former CCP April 1, 2020.

E-Volve is a tool developed by the NSCRT to ensure that all licensed members of the College maintain and further develop the competencies required to provide clinically appropriate care safely and ethically to the public. “E-Volve” appropriately describes what RRTs across the province should be striving for: A practice that changes and grows over a professional’s career ensuring RRTs are maintaining standards of care, keeping abreast of changes and trends in their practice and in the overall healthcare landscape.

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

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## NSCRT E-Volve CCP Requirements

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The E-Volve CCP is comprised of 4 mandatory requirements. Each requirement is detailed in the following pages.

1. Annual eLearning Module
2. Self-Assessment Tool and identification of annual learning objectives
3. Learning log completion
4. Record of practice hours over prior 4 years

**The first 2 requirements must be completed with your application for renewal. If you are randomly selected for audit, you will need to record proof of attainment of your identified learning objectives to the NSCRT online learning log and provide the College with employer verified proof of your practice hours over the previous 4 years (As per the Respiratory Therapists Regulations, a member must have completed at least 1500 hours practising respiratory therapy in the 4 years immediately before submitting an application for entry in the active-practising roster).**

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### **Requirement 1 - eLearning Module**

Each year, prior to submitting your application for renewal, you will complete an eLearning Module.

The module consists of:

- a brief section(s) of content followed by a question(s) on the related content.
- Hyperlinks are embedded in the module to provide you with additional resources to expand on the topic and to assist in answering the questions.

The NSCRT eLearning module is an online, web-based learning component of E-Volve.

The E-Volve eLearning Module will be available for completion upon the opening date of license renewal.

You **must** complete the module for your application for renewal to be approved.

The module is intended to support your understanding of current and new legislation, regulatory changes and other new and relevant health related topics. Topics and questions will vary annually.

### **Requirement 2 - Self-Assessment Tool and Identification of Annual Learning Objectives**

This personal and customizable online self-assessment tool will assist you in identifying your individual learning objectives: areas in your practice you wish to focus on for professional growth in the upcoming license year.

***The self-assessment tool is based on the National Competency Framework (NCF): the pan-Canadian reference on respiratory therapy competencies. The NCF details the competencies relevant to RT practice. To view the NCF click [HERE](#).***

The NCF is comprised of:

- 1. Core Competencies:** consist of elements that are often shared with other health care professions (i.e., communicate effectively). The core competencies underpin or provide the foundation for the Clinical competencies.
- 2. Clinical Competencies:** consist of elements describing the scope of practice of RTs (i.e., provide optimal ventilation assistance).

The NSCRT has defined 6 qualities that comprise a “Proficient Respiratory Therapist”. The qualities are as follows: (See appendix for Quality definitions)

1. Health Advocate
2. Clinician
3. Leader
4. Communicator
5. Collaborator
6. Educator




You will be able to access the Self-Assessment Tool in your online member profile under the “E-VOLVE CCP” menu. The steps for completion are outlined below:

- a) Select a **minimum of 1 of the 6 qualities** to self-assess on (only 1 quality can be selected at a time, but you may return to the start and select others. All progress will be saved).
- b) You will be prompted to select from a list of core and clinical competencies related to the quality chosen.
- c) You are required to select a **minimum of 4 competencies** to self-assess on.
- d) A self-assessment survey will appear where you will rate your skill level for the various elements of each competency you have chosen. The rating scale is as follows:





#### RATING SCALE ×

Not Applicable (0)	Developing (1)	Competent (2)	Proficient (3)
This competency currently has no application to the role and responsibilities in my practice.	I can identify that there are gaps within my knowledge, skills, and attitudes of this competency which would require further education and/or training to fulfill its requirements.	I consistently demonstrate a level of knowledge, skill, and attitude that meets all the requirements within this competency.	I confidently demonstrate excellence within this competency, having the necessary knowledge, skills, and attitudes to excel within its requirements.


- e) Competencies where you have rated yourself as “developing” or “competent” are the competencies you will use to build your learning plan. Once you have rated your skill

level on *all competencies selected*, you may select “Save as Learning Objective” from a minimum of two elements where you would like to expand your skill/knowledge. The “” icon next to the element will provide you with additional information to assist you in further defining your learning goal in the online learning log.

### SUMMARY TABLE:

Core Competency:	Provide evidence-informed, patient centered, respiratory care		
Comments/reflections:			
I demonstrate empathy and respect towards the patient and family 	Developing (1)	<a href="#">Edit</a>	<a href="#">Save as Learning Objective</a>
I establish partnerships with patients and families 	Competent (2)	<a href="#">Edit</a>	<a href="#">Save as Learning Objective</a>
I plan respiratory care 	Proficient (3)	<a href="#">Edit</a>	
I apply evidence to practice 	Proficient (3)	<a href="#">Edit</a>	

Selecting a learning objective from the summary table of the self-assessment survey will auto-populate the objective into the “Learning Objective” section of the Learning Log.

- f) Once you have chosen a minimum of two learning objectives, you will then visit the online learning log. You may choose to further define or provide more information on your learning objective by selecting the “” icon (additional information on defining your learning goals are provided in the instructions below).

You **must** complete the self-assessment tool and identify your learning objectives to have your renewal application approved. **Your completed Self-Assessment Tool is accessible only to you and cannot be viewed by the NSCRT.**

### **Requirement 3 - Learning Log**

The E-Volve Learning Log is an online record keeping platform. It is divided into two distinct sections:

1. The first is completed annually with your license renewal; and
2. The second is to be completed as you progress through achieving your learning objectives throughout the license year.

### **Completing the Learning Log**

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#### STEP 1:

- **Learning Objectives:**

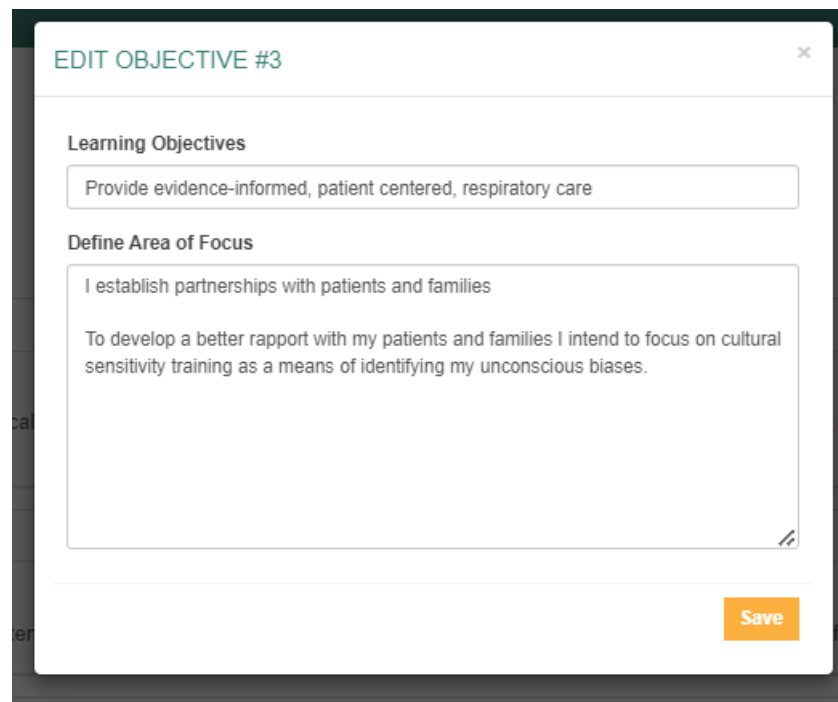
- a) **Identify Learning Objectives:** This section is linked to the results of the Self-Assessment Tool that you will have completed. It **must** be completed annually during your licence renewal.
  
- b) **Define Area of Focus:** Once your learning objectives are identified and have populated your learning log, you are encouraged to review the learning log and further define your objectives so the area of practice or skill you wish to improve upon is clear

For example:

**Learning Objective:** Provide evidence-informed, patient centered care.

**Define Area of Focus:** I establish partnerships with patients and families.

A more in-depth description may look like the example below. Do not forget to save your edits.



The screenshot shows a web form titled "EDIT OBJECTIVE #3" with a close button (X) in the top right corner. The form is divided into two main sections: "Learning Objectives" and "Define Area of Focus".

**Learning Objectives:** This section contains a single text input field with the text "Provide evidence-informed, patient centered, respiratory care".

**Define Area of Focus:** This section contains a larger text area. The top line of text reads "I establish partnerships with patients and families". Below this, there is a paragraph: "To develop a better rapport with my patients and families I intend to focus on cultural sensitivity training as a means of identifying my unconscious biases." A small edit icon (pencil) is visible in the bottom right corner of the text area.

At the bottom right of the form, there is an orange "Save" button.


A hyperlink titled "View Instructions" is located at the top of the learning log page and lists the acceptable learning strategies.

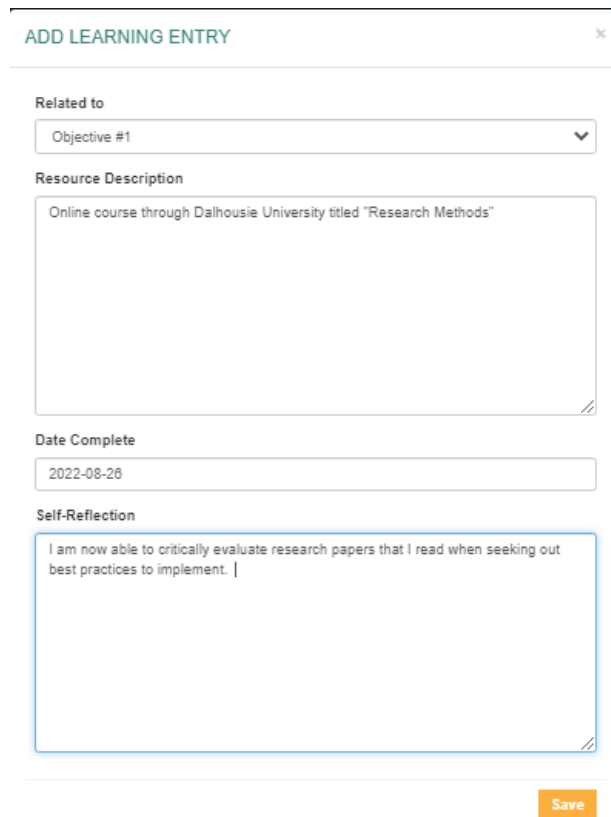
If you are having difficulty completing any of the components of this section, it is important that you contact the NSCRT for assistance as soon as possible, and prior to the end of the license renewal period.

## STEP 2:

- **Completion of Learning Objectives**

Throughout the license year, we recommend you record **all** learning activities you have participated in, including those related to the two identified learning objectives. To access the online Learning Log, log in to your member profile and select “Learning Log” under the E-Volve CCP menu.

- a) **Log Entries:** Under the “Logged Entries Section” select icon “  Entry “ on the right. A window will open allowing you to enter the details of your learning activity.
- b) **Identify corresponding learning objective:** From the drop-down menu, identify which learning objective your learning activity is related to or if your learning activity is not related to any of your identified learning objectives select “Not related to a defined objective”.
- c) **Identify the resource description:** learning strategy used (e.g. in-service, workshop, online learning, etc.). Include details on the title of activity and presenter/instructor.
- d) **Identify date of completion:** Actual date learning objective met. **Complete self-reflection:** The self-reflection allows you to identify how you believe the learning objective impacted your practice.



**ADD LEARNING ENTRY** ×

Related to  
Objective #1

Resource Description  
Online course through Dalhousie University titled "Research Methods"

Date Complete  
2022-08-26

Self-Reflection  
I am now able to critically evaluate research papers that I read when seeking out best practices to implement. |

**Save**

- e) **Save your entry!** Repeat the process for any additional entries.



## **Requirement # 4**

### **Hours of Practice:**

RRTs in NS must have worked at least 1500 practice hours in the immediate 4-year period preceding the application. RRTs who graduated from a recognized respiratory therapy education program within the immediate 4-year period are exempt from meeting the 1500 practice hour requirement.

If you are randomly selected for a professional portfolio audit, you are required to provide evidence of hours worked from your employer(s).

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### **NSCRT Audit Process:**

The NSCRT is authorized to conduct random audits of 10% of the membership yearly to ensure maintenance of compliance with the Continuing Competency Program (CCP) by all members.

When you are selected for an audit, you will receive notification from the Registrar with direction on the requirements and a deadline for submission.

**Your portfolio must be submitted online via your online member profile**, including the uploading of employer issued documents supporting hours worked. Learning activities **must be** recorded in the online Learning Log and will not be accepted as a separate uploaded document. The staff will contact you if there are any questions or concerns about your portfolio.

Once your portfolio has been reviewed, as per the NSCRT Audit Policy, you will be notified in writing of compliance or non-compliance. Additional information regarding the audit process and other CCP policies related to E-Volve can be found under the “Professional Practice” menu of the NSCRT website under the submenu heading “[Continuing Competency Program](#)”.

***Note: You must declare the number of hours worked with your license renewal application each year.***

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### **Acceptable Learning Strategies**

Learning objectives may be met by a wide variety of learning formats. E-Volve is targeted to individual professionals and their personal learning objectives.

Learning objectives **must relate directly to your practice** and must be chosen with the intent of improving your practice in the delivery of competent patient care or in anticipation of a change in practice. The following is a list of acceptable learning formats:

- Independent or group review of journal articles;
- In-services on new equipment, medication, therapy modalities, diagnostic procedure, etc. In-services may be in person, by teleconference, WebEx, telehealth, etc.;
- Formal lectures attended or given at a conference or group session;
- Interactive Workshops where hands on learning is designed to improve skills and competencies;
- On-line tutorials or courses;
- Certification courses (note: annual or scheduled recertification is not applicable);
- Formal Education Programs provided by an educational institution to further your professional education;
- Research hours involved in the development of a research proposal, acquisition of data and literature related to a formal research project;
- Publication of articles; and
- Job shadowing others who are more proficient to improve a skill or area of practice.

***Employer mandated education and/or review of existing knowledge (i.e. CPR, WHMIS, employer scheduled review days for current equipment/practice, mentorship/preceptorship of learners/students as part of your job requirement, etc.) is not accepted by the NSCRT***

**If you have questions related to acceptable learning methods, please contact the NSCRT for guidance and approval.**

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Here are some of the frequently asked questions regarding the NSCRT CCP.

#### **Frequently Asked Questions:**

##### **1. Why do you have a Continuing Competency Program (CCP)?**

The Respiratory Therapists Act and Regulations authorize the College to approve the continuing education credits of its members. In keeping with the purpose of the College to protect the public, the CCP demonstrates life-long learning and maintenance of competence.

##### **2. Why is CCP important?**

CCP is a quality assurance mechanism implemented to ensure RTs are engaging in learning activities and remaining competent in their practice throughout their careers. The program contributes to the College's mandate to protect the public.

**3. Why has the CCP changed?**

The new CCP focuses more closely on self-assessment and the subsequent identification of knowledge/practice gaps for individuals. The NSCRT felt it was time to move towards a more supportive learning approach that is less focused on the number of credits a registrant obtains. The focus is now on the impact targeted learning can have on your practice and in turn improving patient care. E-Volve is a streamlined documentation and planning program that focuses on learning outcomes.

**4. When am I required to develop a learning plan?**

Each year, during online renewal, registrants are required to complete a learning plan for the upcoming license year. This learning plan includes identification of learning goals and a timeline for completion. Identifying learning goals in advance will help registrants reflect on their current practice and assess their knowledge needs. Learning plans, including anticipated timelines for completion, are considered best practice to develop meaningful strategies to address gaps or increase your knowledge base.

**5. How long will it take me to complete the requirements?**

This will vary with the goals and the methods chosen. The deadline for completion of the requirements is within the license year. If at any time you encounter difficulties it is important that you contact the NSCRT for assistance.

**6. What happens if I am experiencing difficulties completing the requirements during the license year or I am unable to submit my portfolio by the requested date?**

If at any time throughout the year you have any questions regarding your CCP learning it is important to contact the NSCRT for assistance. If you have been audited and are unable to submit your portfolio on time it is important to communicate with the Registrar as to the reasons why, in advance of the deadline. The Registrar will determine whether to grant an extension.

**7. What happens if I submit an incomplete professional portfolio?**

If your portfolio is incomplete, the Registrar and Deputy Registrar will contact you to discuss for clarification. Following this communication, if your portfolio is still incomplete it is deemed to be non-compliant. Non-compliant professional portfolios are referred to the Credentials Committee to determine next steps necessary for successful completion. The Registrar will work collaboratively with you to develop a remediation plan for successful completion of the submitted portfolio.

**8. What happens if I am audited and found to be non-compliant with the requirements of the CCP?**

Non-compliant professional portfolios are referred to the Credentials Committee to determine next steps necessary for successful completion. The Registrar will work collaboratively with you to develop a remediation plan for successful completion of the submitted portfolio. Registrants who are found to be non-compliant with the mandatory CCP, despite attempts at remediation can be subject to progressive disciplinary action, including referral to the NSCRT Complaints

Committee for professional misconduct. For more detailed information please refer to the NSCRT Audit Policy.

**9. Can my Self-Assessment Tool responses be used in the professional conduct process if a complaint is filed against me?**

No, the NSCRT will not have access to your self-assessment tool responses.

**10. What happens if I say NO to participating in Evolve?**

Members who refuse to comply with the College's requirement cannot proceed with license renewal. You will be granted a temporary licence and the opportunity to comply with the program. Failing attempts at remediation, you may be subject to progressive disciplinary action, including referral to the NSCRT Complaints Committee for professional misconduct. For more detailed information please refer to the NSCRT Audit Policy.

**11. Where can I get more information on the CCP requirements?**

This manual provides all information regarding the requirements of the CCP. If at any time a member requires more information, clarification regarding the requirements, or assistance in developing or following through with a learning plan, they may contact the NSCRT Registrar at [registrar@nscrt.com](mailto:registrar@nscrt.com).

**12. Why am I required to do an eLearning Module?**

The College has the responsibility of determining the required continuing education credits (CEC) for members. The eLearning Module is a mandatory CEC for all members. It ensures members are maintaining an understanding of current and new legislation, regulatory changes and other new and relevant health related topics that impact their ability to practice safely and ethically.

**13. How much time will it take to complete the eLearning Module?**

The eLearning Module may consist of up to 20 questions annually. It may take up to 30 minutes to complete, although the length of time it takes to compete will vary depending on the member's knowledge on the topics so it may take more, or less time to complete.

**14. What is the passing mark for the eLearning Module?**

The eLearning Module is **NOT** a pass/fail test. You will be prompted to "try again" when an incorrect response is given until the correct answer is selected.

## Appendix

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### A. “Proficient Respiratory Therapist” Qualities and Definitions

#### 1. Clinician

I apply the professional knowledge, skills and values of my field of practice to provide exceptional safe, evidence informed, patient-centred care by:

- Making clinical decisions and carrying out the necessary diagnostic and/or therapeutic interventions within my scope of practice, based on the information I have collected and interpreted.
- Making decisions that incorporate patient circumstance, resources, and respects values and beliefs.
- Conducting my clinical practice in an ethical and effective manner, in collaboration with patients, families and the healthcare team.

#### 2. Collaborator

I work effectively with other members of the health care team, participating in shared decision-making, to provide safe, quality, patient-centred care.

- I integrate the relationships I’ve made with my patients and their families, developing a plan which reflects the patient’s needs, values and preferences.
- I collaborate beyond the clinical environment to activities in administration, education, advocacy, workplace and patient safety, and strategic planning.

#### 3. Communicator

I demonstrate effective written, verbal and non-verbal communication by:

- Striving to build effective working relationships with patients and families, and the healthcare team
- Actively listening to others, giving them the opportunity to share their knowledge and opinions
- Ensuring accurate exchange of information that is necessary for exemplary patient care
- Allowing patients to feel in control of their health care, promoting patient autonomy

#### 4. Educator

I am a master of my subject matter, facilitating education of others including; patients, families, health care team, peers, students, public, and other stakeholders.

- I use good communication skills focusing on the formation of strong relationships with those I am educating.

## **5. Health Advocate**

I improve health by contributing my expertise and influence in the communities and patient population in which I practice by:

- Speaking on behalf of others when required, not only mitigate illness and trauma, but also to prevent disease and promote health and wellness.
- Promoting health equity; offering means to reach one's full health potential, blind of age, race, gender, religion, sexual orientation, education, or socioeconomic standing.

## **6. Leader**

I contribute to a better and evolving health-care system by continually going above and beyond, through demonstration of values and behaviors that:

- Manage conflict
- Are Ethical and knowledgeable in a professional and collaborative manner

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### **B. National Competency Framework (NCF):**

[https://www.ncsrt.com/images/NCF\\_Part\\_I\\_Entry-to-Practice\\_English\\_February\\_2017.pdf](https://www.ncsrt.com/images/NCF_Part_I_Entry-to-Practice_English_February_2017.pdf)