



<b>TYPE</b>	<b>Quality Assurance</b>
<b>NAME</b>	<b>Self-Assessment Policy</b>
<b>IMPLEMENTATION DATE</b>	<b>February 16, 2022</b>

## BACKGROUND

The *Regulated Health Professions Act, 1991*, mandates that each denturist registered with the College participate in a Quality Assurance Program that includes a self-assessment component.

The self-assessment tool is designed to assist denturists in self-identifying areas within their practise that may require further education, training or review. Completing the self-assessment tool will assist denturists in facilitating the achievement of their professional goals.

In order to encourage honest self-reflection amongst members, individual responses **are not** collected or reviewed by the College or the Quality Assurance Committee. Aggregate data is used to inform evidence-based decision making and identify trends that may require specific CPD development.

## INTENT

This policy outlines the requirements of the self-assessment component of the Quality Assurance Program.

## THE POLICY

The General Regulation 206/94 under the *Denturism Act, 1991*, requires that every member participate in the Quality Assurance program, which includes the self-assessment component.

### **Self-Assessment Requirements:**

On or before April 14<sup>th</sup>, prior to the commencement of a 3-year Continuing Professional Development ("CPD") cycle, members must complete the self-assessment process, including the:

1. Online Self-Assessment Tool ("SAT"); and
2. Learning Plan

### **Reporting Deadlines:**

April 14<sup>th</sup>, 2022 and every three years thereafter. The deadline will be extended to **May 1, 2023 for the 2022-2025 Cycle only.**

## **Incomplete**

Members who have not completed the self-assessment and learning plan by April 1<sup>st</sup> will receive a reminder email reiterating the deadline and advising that the \$50 administrative fee for notices will be applied for failure to submit by the deadline.

## **Non-Compliance**

Members who do not complete the self-assessment and learning plan by the deadline will receive a formal letter from the Quality Assurance Committee indicating that they have 30 days to request an extension or complete the outstanding requirements. The \$50 administrative fee for notices will be charged for this letter. Members who do not comply with this request will be ordered to participate in a CPD/SA Audit.

Members who are ordered to participate in a CPD/SA Audit will be required to submit their proof of CPD and learning plan, within 30 days, to the College. A Peer Assessor will be appointed to review the Member's CPD/SA submission. Members who do not comply with the CPD/SA Audit will be ordered to participate in a Peer & Practice assessment at their cost (\$750 + HST). The \$100 administrative fee for notices will be charged for this letter.

Members who are ordered to participate in a Peer & Practice assessment will have 30 days to provide their response. Failure to comply with this order will result in the referral of the Member to the Inquiries, Complaints and Reports Committee for allegations of Professional Misconduct – failure to comply with the Quality Assurance Program.

## **Identification of Learning Goals/Development of Learning Plan**

Upon completion of the self-assessment tool, the member will be presented with an opportunity to develop a learning plan that identifies at least 3 learning goals based on the personalized report that becomes available upon submission. Goals must:

- Be specific, attainable and clear;
- Relate to development of competency in the practise of the profession as determined during the self-assessment; and
- Lead to improvements in professional practice.

Members who are not sure how to develop their learning plan are encouraged to contact the College for assistance.

## **New Member Requirements**

Newly registered members are required to complete the SAT and begin a learning plan within 90 days of their registration date.

The # of goals required in the learning plan will be pro-rated depending on the year in the cycle in which the Member was registered:

- 1<sup>st</sup> year – 3 goals
- 2<sup>nd</sup> year – 2 goals
- 3<sup>rd</sup> year – 1 goal

New Members that cannot participate must contact the College to request an extension.

## **Active, Not Practising:**

This status identifies Members who are registered but not currently practising the profession.

Even if a Member is not working, they can still reflect on their practice experiences to determine their strengths, areas for improvement and learning needs. These experiences can include previous formal employment, or student placements/practicums, if they are a new graduate. Members can also reflect on new information and think about how it may influence their practice.

## **RELATED LEGISLATION AND DOCUMENTS**

[General Regulation 206/94](#)

[Denturism Act, 1991](#)

[Regulated Health Professions Act, 1991](#)

[QA Program Requirements Policy](#)

[CPD Program Compliance Policy](#)

## **PROCESS AND PROCEDURES**

1. The online SAT portal opens in January.
2. Members will login to the SAT portal using their Member Portal login credentials.
3. Members must complete all sections of the SAT but can save their progress. Members do not have to complete the tool in one session but must complete it and select their learning goals by the April 14<sup>th</sup> deadline (May 1, for 2022). Members who cannot meet the deadline must contact the College to request an extension, per the [QA Program Requirements Policy](#).
4. Upon completing all required sections, members will submit their responses and receive a response profile that outlines the competency areas and indicators that they identified may need additional education, training or review.
5. Members select 3 learning goals based on the results of their self-assessment.
6. Members print the learning goals and keep that information in their professional portfolio (with their CPD documentation).
7. Throughout the CPD cycle, members participate in CPD activities that support achievement of the selected learning goals. Members report the CPD activities to the College by the deadlines specified, per the [CPD Program Compliance Policy](#).

## **REVISION CONTROL**

Date	Revision	Effective