



Competency Review & Evaluation: Step 2 Core Tools

The foundation for the assessment tools are based on the essential competencies and performance indicators listed in the *Essential Competencies of Practice for Occupational Therapists in Canada, 2nd Edition*. The Quality Assurance (QA) Committee can direct a peer assessment that includes one or all of the following assessment tools:

1. Pre-questionnaire
2. Case-based questions
3. Situation-based questions
4. Chart Review

1. Pre-questionnaire

The pre-questionnaire is completed independently by you in advance of the peer assessment. This questionnaire provides the College with general information about your practice and role. It also poses questions that help identify areas of learning related to independent practice, supervising support personnel and maintaining and transmitting records. You may also be asked to provide an example of your advertising and billing material on the day of the assessment. Only the question listed in the pre-questionnaire that are applicable to your practice will require a response.

Case-based and Situation-based Questions

These assessment tools are founded on the principle of behaviour-based interviews. The philosophy of the interview is that past practice is an accurate predictor of further practice. During the assessment process, the peer assessor will engage you in an interview and note whether you have met the performance indicators associated with the specific competencies being assessed.

2. Case-based questions

This type of question requires you to recall a specific case and answer questions related to critical thinking, judgment and skills exhibited during the continuum of OT services provided. During the interview you will be invited to review the chart with the peer assessor to help stimulate recall of information.

Case-based questions**Sample question:**

Prior to or during the initial contact with the client, OTs are expected to screen the referral to identify the client and to determine that the request for service is appropriate. Describe the steps you took to determine the appropriateness of this referral for this specific case.

Tell me how you screened the referral.

How did you determine you had the knowledge, skill and abilities required to accept the referral?

How did you explain your scope of practice and role to the client?

3. Situation-based questions

This type of question is based on recent past situations. The assessor will ask you to provide in-depth details about situations that demonstrate the competencies being assessed.

You will be asked to recall a situation when you:

- managed a conflict of interest;
- took action to minimize risk to client, self or others;
- responded to incompetent, unsafe or unethical client care;
- were asked to perform a skill that was outside your professional and personal scope of practice (note that these are two separate situations); and
- ensured consistency with regulatory requirements and the practice setting policies.

In preparation for answering these types of questions, you may want to recall situations when you had to manage these particular issues. It may be helpful to review the list of definitions provided in the information package. As well, review the competencies and performance indicators that address these issues listed in the *Essential Competencies of Practice for Occupational Therapists in Canada, 2nd Edition*.

Sample question:

In their practice, OTs sometimes face conflicts of interest. Describe a situation when you were required to manage a conflict of interest that could compromise the interests of your client and please tell me how you handled it.

Explain to me the two competing issues.

Describe the action you took to resolve the conflicting or competing obligation.

4. Chart review

This review is an assessment of your knowledge and skill in meeting the standards in the *Practice Guideline: Client Records*. The review is an educational process where you and the peer assessor follow a checklist to examine a specific chart to determine if you have met the essential competency focused on recording keeping. This part of the assessment will provide you with immediate insight into your recording keeping skills.