



## Competency Review & Evaluation: Step 2 An Overview

Competency Review and Evaluation is one component of the College's Quality Assurance (QA) Program. It is a two-step process which is designed to be educational and to provide feedback to selected Registrants to encourage practice improvement. In some cases, the QA Committee may direct a Registrant to engage in some aspects of both Step 1 and Step 2.

**Step 1** This step monitors compliance with the QA Program's mandatory requirements and engages the Registrant in a multi-source feedback survey process.\*

**Step 2** This step involves an in-depth assessment by a peer assessor of a Registrant's knowledge, skill and judgment in comparison with the standards of the profession. There are four different assessment tools used during this step: pre-questionnaire; case-based questions; situation-based questions; and chart review. The QA Committee may direct the completion of one or more of these assessment tools.

Following the assessment, Registrants may receive recommendations to improve their practice and/or, when serious competency concerns are identified, be required to participate in a remediation program.

**Quality Assurance (QA) Committee** directs each evaluation. The Committee is responsible for appointing peer assessors, reviewing all information and determining the outcomes. The QA Committee may specify additions or changes to the standard process to obtain all necessary information.

**Peer assessors** are experienced occupational therapists who are trained to conduct assessments. They observe review client records, discuss the OT process using one clinical record and interview the Registrant. The assessor will gather information, identify areas of strengths and weaknesses based on the essential competencies and provide a written report to the QA Committee and the Registrant.

**Confidentiality** is strictly adhered to during this process. All individual information received is used only for Quality Assurance purposes and is kept confidential within the QA Program. The College does **NOT** notify employers of a Registrant's participation or the outcome of the Competency Review & Evaluation assessment. It is the Registrant's responsibility to advise employers of the process when necessary.

**Registrant selection** is made either by direct referral or random selection.

\* Competency Review & Evaluation is a two-step process. Please refer to the *Competency Review & Evaluation Guide 2007* for more information on Step 1.