



# INTRODUCTION

## SECTION 1

**The materials in this section have been included to assist you in creating your unique portfolio. This section describes the purpose and overview of the portfolio (pages 1–3), offers some sample portfolios (pages 3–5), and answers some frequently asked questions (pages 6–8).**

The College, in its continuing effort to promote the competencies of registrants, has developed the Professional Portfolio to support the efforts and showcase the results of your Competency Enhancement activities within the Quality Assurance Program. It is designed to be an individual, interactive and dynamic tool that you can use to reflect upon your practice and competencies. It will also assist you to demonstrate your professional growth, and your maintenance of the Essential Competencies of practice for Occupational Therapists.

Although the College has developed the overall structure of the Professional Portfolio, you are encouraged to individualize and customize your portfolio. You will gain the most benefit from your portfolio if you are clear from the beginning about how you will personally use it.

### Purpose

Maintaining a portfolio will:

1. Provide a framework, based on self-assessment, to stimulate and support you in examining your practice and directing your own development of knowledge, skills, abilities and judgement.
2. Assist you to identify your own learning needs, to develop learning goals, and to track learning activities and results of learning.
3. Assist you to record, organize and store documents related to your self-assessment, learning activities, professional growth and achievements.
4. Serve as a tool for you to communicate with others and to promote your knowledge, competence, achievements and talents.

### Portfolio Overview

The Professional Portfolio has been divided into sections. The sections are titled as follows:

- **Introduction (Section 1)**

The introduction outlines the purpose and structure for the Professional Portfolio. It provides the context of the Professional Portfolio within the Quality Assurance Program. Some examples are provided of portfolios representing different types of practice. Answers are given to some frequently asked questions about the Professional Portfolio.

- **Personal and Professional Background (Section 2)**

This section is where you can document past experiences that have shaped your practice. Your previous development of knowledge and skill will be captured here. A plastic sleeve has been provided for storing documented experiences.

- **Appraisal of Practice (Sections 3A, B + C)**

This section is where you can provide an overview of your current practice. It is divided into three sub-sections, entitled *Self-Assessment*, *PREP Modules* and *Other Feedback*. Place your completed Self-Assessment Tool and PREP Modules in the appropriate subsection. The subsection for Other Feedback provides a place for you to record or store information about your competence and practice gained from peers, employers, clients, colleagues or others.

- **Professional Development (Section 4)**

This section of the portfolio is where you can document your learning needs, goals, activities and results of learning.

Your learning needs and plans for the current year will be established through completing the Professional Development Plan from the Self-Assessment Tool annually. Decide whether you wish to place the Professional Development Plan in this section or with the Self-Assessment Tool. You may also wish to identify long-term learning goals, career directions or plans. You may choose to note these additional goals and plans in this section.

One optional way to record ongoing learning activities and results is provided in this section, entitled the Learning Log.

- **Personal Additions (Section 5)**

Use this section to showcase achievements or items that support competency and ongoing learning but do not necessarily fit into any of the above sections. A plastic sleeve is also provided for storing such items as photos, disks, certificates, etc.

The Professional Portfolio has been designed to be a flexible continuum of reflection and development. Contents of sections may overlap or change with time. Reviewing material from one's Personal and Professional Background and Appraisal of Practice leads to Professional Development Plans and learning activities. Engaging in learning activities supports or changes practice, which will then be reflected in the section Appraisal of Practice. Completed works or competency enhancement activities may become part of the Personal and Professional Background or Additional Materials section of the portfolio, or may be used as evidence of competency in future Self-Assessments.

The first page of each section suggests possible items that could be included in the section. You are not required to include all the listed documents. Use the lists to stimulate your thinking about what might be best for your individual Professional Portfolio.

## The Professional Portfolio within the Quality Assurance Program

|                           |  |
|---------------------------|--|
| 1. Competency Enhancement | Portfolio: <ul style="list-style-type: none"><li>• College tools, PREP, self-assessment</li><li>• Registrant's own tools</li></ul> |
| 2. Competency Review      | Portfolio review, practice feedback surveys and other requirements   |
| 3. Competency Evaluation  | Tools to measure competency  |
| 4. Competency Improvement | Remediation: <ul style="list-style-type: none"><li>• Continuing Education</li><li>• Mentoring, etc.</li></ul>                      |

Maintaining a Professional Portfolio is one mandatory component of the College's Quality Assurance Program. Each year, a random number of registrants will be selected to participate in the Competency Review component of the Quality Assurance Program. At that time, those registrants will be required to submit evidence of completion of the mandatory tools (self-assessment, professional development plan and PREP modules).

### Sample Portfolios

Since the concept of creating and maintaining a Professional Portfolio may be new for many registrants, samples of portfolios for several types of practice are included below. **These examples are for illustration only. Although there are similarities, the examples reflect the variety of items that may be chosen and the flexibility to locate any particular item in the section that is most appropriate for your purposes.** You are encouraged to individualize and customize your portfolio to reflect your unique practice and to meet your needs.

The following examples illustrate some items that therapists with four different types of experience or practice might choose to include in their portfolio. These **do not** represent ideal portfolios and yours may be different from all of them!

**An asterisk (\*) is used to clearly identify mandatory items in lists of portfolio contents.**

### New Clinician

#### Personal and Professional Background

- Diploma/Degree
- Descriptions of fieldwork experience
- Copy of College registration documents
- University transcripts, course descriptions
- CPR/First Aid Certificates

#### Appraisal of Practice

- Self-Assessment Tool\*
- PREP Modules (evidence of completion)\*
- CAOT examination study notes and/or results
- Fieldwork performance evaluation/supervisor feedback
- Sample documentation (e.g., assessment report)
- List of reference books, websites, journals

#### Professional Development

- Professional Development Plan (from Self-Assessment Tool)\*
- Learning logs

#### Personal Additions

- Papers completed during education relevant to current practice
- Academic Awards

### Established Clinician

#### Personal and Professional Background

- Resume, CV, or equivalent
- Copy of College registration documents
- Additional education (e.g., ADP authorizer, group psychotherapy training certificate, Occupational Health & Safety Training)
- Achievements, presentations (workshops, inservices, etc.)
- List of Boards or Committees

#### Appraisal of Practice

- Self-Assessment Tool\*
- PREP Modules (evidence of completion)\*
- Sample of a care protocol
- Client information/educational material developed
- Feedback from clients or students (thank-you cards, letters etc.)
- Sample documentation (e.g., progress notes, reports, assessments)
- Documentation of processes (e.g., case conferences, confidentiality)
- Peer feedback summaries, performance reviews
- Client satisfaction surveys and outcome documentation

#### Professional Development

- Professional Development Plan (from Self-Assessment Tool)\*
- Learning logs
- Course notes, certificates, curricula, pamphlets
- Interest groups, Listserv participation

#### Personal Additions

- Articles regarding client population
- Volunteer service with a community organization

## **Administrator**

### **Personal and Professional Background**

- Resume, CV, or equivalent
- Copy of College registration documents
- Organizational chart
- Additional education (e.g., management courses)
- Achievements

### **Appraisal of Practice**

- Self-Assessment Tool\*
- PREP Modules (evidence of completion)\*
- Supervision or mentoring opportunities
- Policy and procedure manual index or samples
- Sample staff performance review
- Personal performance review
- Budgets/Business Plans
- Sample program evaluation report

### **Professional Development**

- Professional Development Plan (from Self-Assessment Tool)\*
- Learning logs
- Course notes, certificates, curricula, pamphlets
- Committee or Board participation

### **Personal Additions**

- Sample of staff communication
- Summaries of specific management issues dealt with

## **Researcher/Academic**

### **Personal and Professional Background**

- Resume, CV, or equivalent
- Copy of College registration documents
- List of publications
- List of agencies that have funded your research
- Documentation of relevant advanced education

### **Appraisal of Practice**

- Self-Assessment Tool\*
- Professional Development Plan (from Self-Assessment Tool)\*
- PREP Modules (evidence of completion)\*
- Research protocols
- Research results
- Course outlines
- Sample examinations
- Course evaluations by students
- Performance reviews

### **Professional Development**

- Learning logs
- Course notes, certificates, curricula, pamphlets

### **Personal Additions**

- Articles

### **Professional Portfolio: Frequently Asked Questions**

#### **Is the portfolio optional?**

No. It is a mandatory part of the Quality Assurance Program to maintain a Professional Portfolio. It is also mandatory to keep completed PREP Modules and the Self-Assessment Tool and Professional development plan in your portfolio. Other optional materials will be selected by you to reflect your individual practice and unique learning needs.

#### **Do I have to use the binder the College sends me? What if I already have my own portfolio format?**

You are not required to use the binder provided by the College. However, in order for the College to be able to review Professional Portfolios effectively and efficiently, it is important that portfolios follow the basic format provided by the College. The required contents must be present. If you prefer to house them in a different binder/folder, that is your choice.

#### **Is this all the College will send me about the portfolio?**

At present, your Professional Portfolio consists of a three-ring binder with several tabbed sections, and a plastic sleeve for keeping other materials. Explanatory material is included and may be kept in the binder in the section indicated on each sheet. As the Quality Assurance Program continues to develop, it is likely that additional information and tools will be distributed from time to time.

#### **Can I use my Professional Portfolio for purposes apart from the College?**

Definitely! The portfolio is your own. It is expected that you will use the Professional Portfolio for personal and professional purposes, unrelated to the College. For example, the Professional Portfolio may be helpful to showcase your skills to potential employers, business partners, or clients. You may be able to incorporate it into your performance review process.

#### **Is the portfolio still relevant if I'm not a clinician?**

Yes. All registrants are required to maintain a current portfolio whatever their practice or employment situation. The Quality Assurance Program and tools have been designed to apply to all types of practice. The optional materials you include will reflect your unique practice. Examples of portfolios for non-clinicians are included in the Introduction Section of the Professional Portfolio.

#### **How often do I work on my Professional Portfolio?**

The Professional Portfolio is a dynamic document that will need to be updated periodically at your discretion. Some natural occasions for updating a portfolio include preparing for a new role or project and following a critical learning experience. The completion and inclusion of mandatory items, such as the Self-Assessment Tool and PREP modules, should occur within the time frames established by the College.

#### **What do I do about updating my portfolio when I'm on a maternity leave or other leave of absence, or when I'm between jobs?**

It is your responsibility to maintain competency and participate in the Quality Assurance Program so long as you hold a certificate of registration. The required items in the Portfolio must be completed at the established times. Your current practice information and learning goals will likely reflect your situation.

### **How do I know what to include in my portfolio?**

Information is provided with the portfolio about what materials to include. Mandatory items (PREP Modules and the Self-Assessment Tool) are indicated with an asterisk (\*). Examples of optional contents are outlined at the beginning of each section. The introduction provides several examples of what a portfolio might look like for registrants with different types of practices. You are encouraged to personalize the portfolio so that it best reflects your competency, skills, practice and development and is useful to you.

### **How much should I put in the Professional Portfolio?**

Quality is more important than quantity! You need to choose items that demonstrate that your practice is running safely and competently according to the Standards of Practice, and that you are continually improving your competence. This may be different for different types of practice.

### **Can I include items that are not on paper?**

Yes! Feel free to use your own judgement and creativity. The inclusion of pictures, videotapes, audiotapes, CD-ROM and other means of presentation are encouraged. You should not feel limited to paper items. The scope of the portfolio is likely broader than what can physically fit into the binder. These may be stored in the clear plastic sleeve in your portfolio or separately.

### **What should I do if a document fits into more than one section of the portfolio?**

Each section offers suggestions about where to include documents. However it is up to you to organize your own portfolio and locate items where they will best demonstrate your knowledge, skills, abilities and judgement. Some materials may be physically located in one section, and referenced in another.

### **What do I do with documents that are too lengthy to fit in my portfolio?**

The portfolio needs to be easy to use to allow you to review and reflect on the contents regularly. Including lengthy documents could hinder this. Documents can be summarized or referenced in the appropriate section. Placing the document on a computer disc could also allow the document to be included in its entirety.

### **How current do items included in the Professional Portfolio have to be?**

Mandatory items must be completed at the indicated time and kept for 5 years. Optional items will likely reflect your practice and development for the current year and dating back approximately five years. There may be older items that you consider significant and choose to include (certificates, reference lists, published papers etc.).

### **If I have a performance appraisal that I don't feel reflects well on my competencies, do I have to put it in my portfolio?**

No. The Professional Portfolio does not parallel the performance review process. You choose contents for the portfolio that best demonstrate your competency. However you may decide to include a less than desirable appraisal because you have used it to develop an improvement plan. This would then demonstrate how you have used feedback to improve your practice.

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### **Is it legal to use client records in my portfolio to demonstrate my clinical competency?**

Yes. The Regulated Health Professions Act clearly stipulates that the College, for Quality Assurance purposes, can access any records relating to a registrant's care of a patient (Section 82 (1) (c)). This is not considered a breach of client confidentiality and is therefore not professional misconduct. However, when you use your Portfolio for purposes other than Quality Assurance, you must protect the privacy of clients. Therefore, it is recommended that you remove identifying client information or obtain client consent to include a part of the client record.

### **What about confidential documents belonging to my employer? I may not be allowed to copy them!**

Confidential or copyrighted materials cannot be copied without permission. An example of this might be a budget you developed in your administrative role. You may reference the material in your portfolio. You could also place a brief description or summary of your involvement into the portfolio, as appropriate.

### **Suppose a complaint is lodged against me, or I'm sued. Will I have to show my portfolio in the investigation process?**

No. The government has passed legislation protecting the confidentiality of materials collected for Quality Assurance purposes. QA materials can not be used in any other College processes (for instance, investigation of a complaint) or in the legal system. It will be your choice if you wish to use any of the materials.

### **Do I have to show my portfolio to my current or future employers?**

No. Your portfolio is your private document. As previously stated, you may choose to use your portfolio to communicate with employers about your practice and competency improvement activities.

### **What efforts will the College make to inform employers about portfolios and the confidentiality of my materials?**

The College regularly distributes information to employers. Information about the Quality Assurance Program has been communicated and employers have been encouraged to support employees in Quality Assurance activities. The College will continue to communicate with employers as the Quality Assurance Program develops. If your employer does not receive the College's correspondence, you may wish to call the College to request copies.

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