

# What's New at the College?

## News & Hot Topics

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**November 21, 2016**



**College of Occupational Therapists of Ontario**  
**Ordre des ergothérapeutes de l'Ontario**

# Webinar Instructions



- 45 minutes
- Submit questions in writing through GoTo Webinar
- Email [communications@coto.org](mailto:communications@coto.org) if experiencing technical issues
- Presentation and summary will be posted on the website
- Contact us if you have additional questions

# What's Happening At A Glance



1. Updating Liability Insurance Information
2. Changes to the Quality Assurance Program
3. Revised Standards for Consent
4. Legislative Changes
5. Psychotherapy Controlled Act
6. Strategic Planning 2020
7. Elections 2017

# Update Your Insurance Policy Information



OTs are required to update their insurance policy information within 30 days of the policy expiration date or any other changes to the policy.



## 3 Easy Steps to Update Your Information



1. Login to the member area
2. Select 'Update Profile'
3. Select the 'Insurance' tab and follow the instructions

# Step 1 – Login



The screenshot shows the website <https://www.coto.org>. The header includes the phone number 1.800.890.6570 and email info@coto.org. The navigation menu contains: Home, About Us, For the Public, Registration Services, Standards & Resources, Quality Practice, and a button for Find an Occupational Therapist. A search bar is located below the navigation. The main content area features a photograph of a man assisting a child in a wheelchair on a golf course. At the bottom, there are three buttons: Expectations, Concerns, and Practice Support.

https://www.coto.org

1.800.890.6570 info@coto.org

CONTACT US LOGIN

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Home About Us For the Public Registration Services Standards & Resources Quality Practice Find an Occupational Therapist

What are you looking for? Search

Expectations Concerns Practice Support

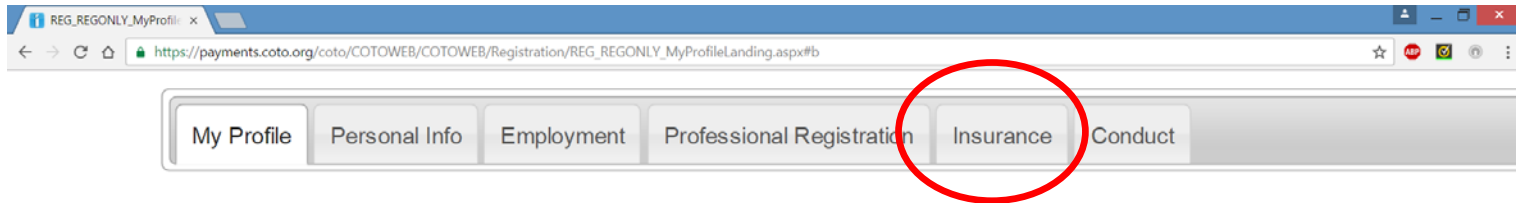
# Step 2 – Update Profile



The screenshot shows a web browser window with the URL <https://payments.coto.org/coto/COTOWEB/Home/cotoweb/Home.aspx?WebsiteKey=9d2d481c-afe6-4eed-bf06-b12af5b06757#b>. The page header includes the phone number 1.800.890.6570 and email info@coto.org, along with navigation links for HOME, CONTACT US, and LOGIN. The main content area features the COTO logo and name, a 'Find an Occupational Therapist' button, and a 'LOGOUT' button. A vertical list of buttons is displayed: 'UPDATE PROFILE' (circled in red), 'ENTER PRACTICE DEVELOPMENT PORTAL', 'RESIGN REGISTRATION', and 'PRINT RECEIPT'. The footer contains contact information, a copyright notice for 2016, and additional navigation links for ACCESSIBILITY, PRIVACY, CONTACT US, and SITE MAP.



# Step 3 – Insurance Instructions

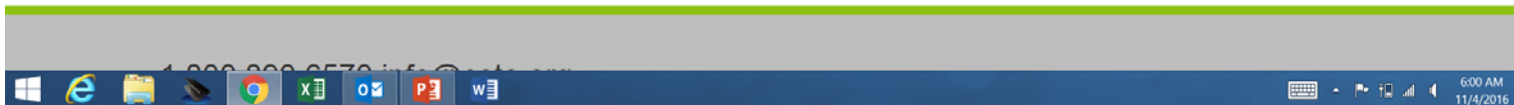


## My Profile

To make changes to your profile, select the appropriate tab above. Please make sure to save your changes by click

The College bylaws require that you keep your information up to date. If your personal information (home address, changes, you are required to update your profile within 30 days of the change.

Recent changes to the bylaws now require that you also keep the College updated about any changes to your professional licensure or membership with any regulatory body within 30 days of a change occurring.








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https://payments.coto.org/coto/COTOWEB/COTOWEB/Registration/REG\_REGONLY\_ProfessionalLiabilityInsurance.aspx#b

1.800.890.6570 info@coto.org HOME CONTACT US LOGIN

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Find an Occupational Therapist

MENU LOGOUT

My Profile Personal Info Employment Professional Registration Insurance Conduct

### Professional Liability Insurance

Professional liability insurance with a sexual abuse therapy and counselling fund endorsement is mandatory for registration. The requirements for professional liability insurance are set out in [Part 20 of the College bylaws](#). The College is not affiliated with and does not endorse any insurance provider.

The College has confirmed that the insurance coverage offered (as of October 1, 2015) by the [Canadian Association of Occupational Therapists \(CAOT\)](#), the [Ontario Society of Occupational Therapists \(OSOT\)](#), and [Aon Healthcare Advantage](#) meets the College requirements. If you have insurance with another provider, you are required to send a copy of the policy to the College to confirm that it is in keeping with the bylaws.

To update your insurance policy information below, please click the 'Update Policy' button and enter all required information.

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#### Current Insurance Information

Insurer Name:	OSOT-Encon/LMS ProLink
Certificate Number:	11738
Start Date:	10/01/2016
End Date:	09/30/2017

**UPDATE POLICY**

Windows taskbar: 5:56 AM 11/4/2016



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https://payments.coto.org/coto/COTOWEB/COTOWEB/Registration/REG\_REGONLY\_ProfessionalLiabilityInsurance\_New.aspx#b

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HOME CONTACT US LOGIN

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MENU LOGOUT

### Professional Liability Insurance

**Add New Insurance Information**

Insurer Name:

Certificate Number:

Start Date:

End Date:

**SAVE**

**BACK**

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ACCESSIBILITY PRIVACY CONTACT US SITE MAP

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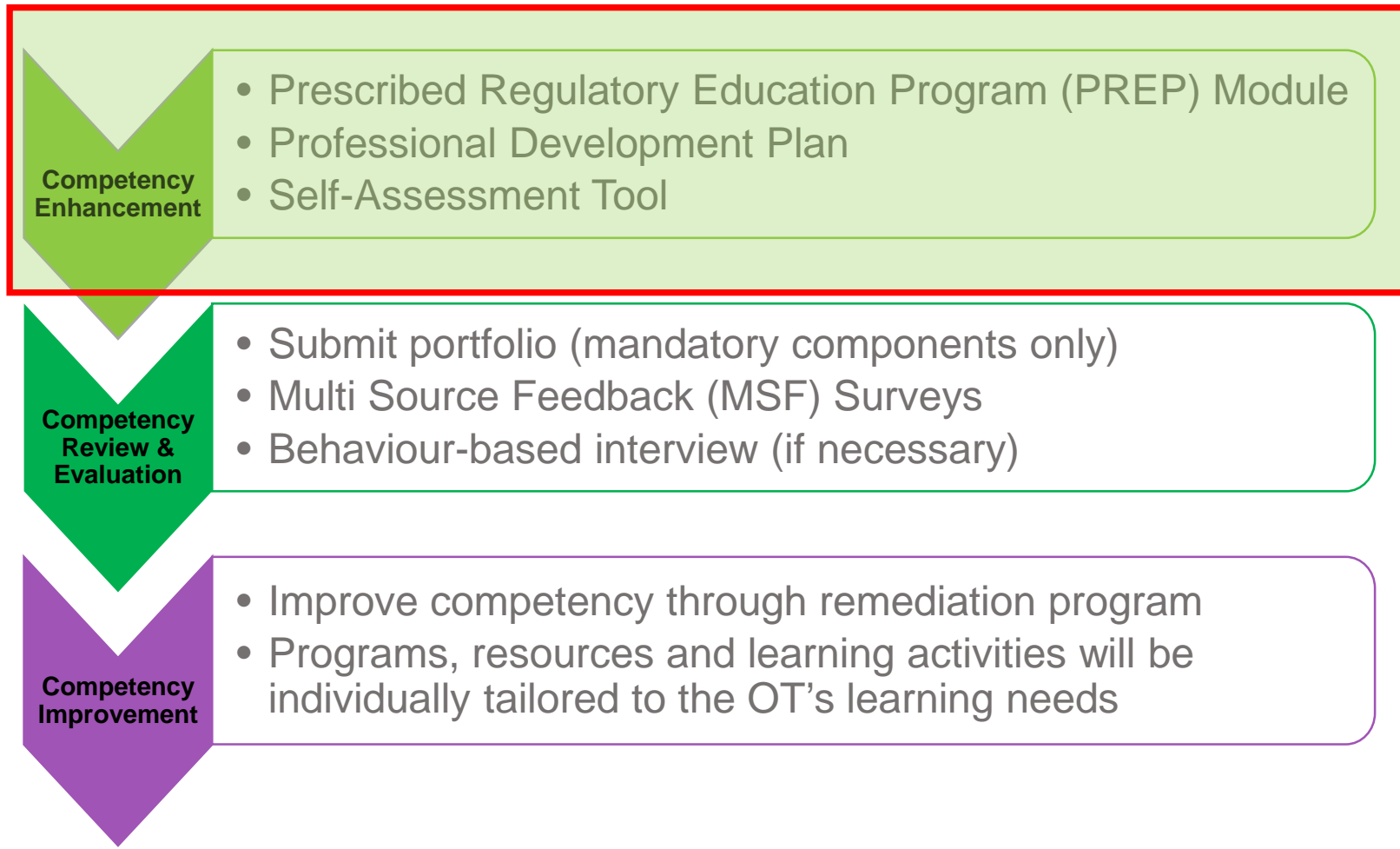
5:56 AM 11/4/2016



## Clearing up the confusion



# Quality Assurance Program Components



# QA Mandatory Tools



All OTs are required to complete the following:

## PREP Module

- Every year
- Jurisprudence (2016)
- Due May 31, 2016
- Mark “Complete”

## Professional Development Plan

- Every year
- 2016-2017 Plan
- Add incomplete goals to next PD Plan
- Mark “Complete”

## Self-Assessment Tool

- Every 2 years or with a change in practice
- Enter Practice Development Portal
- Mark “Complete”

# What's Changing?



- New format for the Professional Development Plan
- New format for the Self-Assessment Tool
- New way to access and complete tools

**COMING APRIL 1, 2017**

# What do you need to do?



Portal shutting down on **January 18, 2017.**

All OTs need to make sure all tools are marked complete:

1. Mark your 2016 PREP Module **Complete**
2. Mark Your Self-Assessment Tool **Complete**
3. **Complete** Your 2016-2017 PD Plan

# Saving Your PD Plan



Introduction | Current PD Plan | Past PD Plans

2016 - 2017 Professional Development Plan Completed: Not Complete

[Show instructions](#)

### Work Your Plan

Update or Delete	Goal Met	Goals to be completed	Strategies to accomplish goal	Strategy Met	Evidence of Progress (completing your strategy)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Save my PD plan as "complete." Completed: (not complete)</b> <small><a href="#">Copy goal to current plan</a></small>	1. Timeframe: Completed: (not complete)	<input checked="" type="checkbox"/>	Logged into the Portal and saved my plan.

**1** [Save Changes](#) [Add a new goal](#) [Print Plan](#) **2** [Exit](#) [Refresh](#)



# Saving Your PD Plan



**Save your changes?**

**Yes No Return**

# Save Your PD Plan



2016 - 2017 Professional Development Plan

Completed: Not Complete

You may return to your plan as many times as you like. But, once completed, you will not be allowed to change or update your plan.

- I would like to continue working on my plan at a later date.
- My plan is completed - I will NOT return to update it.

[Save/Exit](#)   [Previous Page](#)

# Confirm Completion



	<b><u>Completed</u></b>	<b><u>Plan Name</u></b>	
<u>Select</u>	10/22/2013	2012 - 2013 Professional Development Plan	
<u>Select</u>	5/2/2013	2013 - 2014 Professional Development Plan	
<u>Select</u>	4/23/2014	2014 - 2015 Professional Development Plan	
<u>Select</u>	4/29/2014	2014 - 2015 Professional Development Plan	
<u>Select</u>	12/16/2015	2015 - 2016 Professional Development Plan	
<u>Select</u>	11/8/2016	2016 - 2017 Professional Development Plan	
<u>Select</u>	11/8/2016	2016 - 2017 Professional Development Plan	

# Quality Assurance Program Components



## Competency Enhancement

- Prescribed Regulatory Education Program (PREP) Module
- Professional Development Plan
- Self-Assessment Tool

## Competency Review & Evaluation

- Submit portfolio (mandatory components only)
- Multi Source Feedback (MSF) Surveys
- Behaviour-based interview (if necessary)

## Competency Improvement

- Improve competency through remediation program
- Programs, resources and learning activities will be individually tailored to the OT's learning needs

# Quality Assurance Program Changes



## Competency Review and Evaluation (the 'Audit')



# Competency Review & Evaluation



## Program Evaluation and Next Steps

- Random selection for program evaluation complete
- Expect results from the program evaluation spring 2017
- No new selections until new program introduced

**New Program Launch 2017/2018**



# Standards for Consent

## Key Changes

- Consent to assess capacity clarified
- Consent for assessment and intervention merged under new “Consent for Occupational Therapy Services” standard
- Increased information on privacy and ‘knowledgeable consent’
- New “Referrals from Third Party Payer and Independent Evaluations” standard
- New consent checklist and capacity flow chart

Coming Early 2017

# Legislation Updates – PHIPA



## Privacy Breaches

Effective June 2016

New privacy breach reporting obligations under PHIPA (2004)

- Increased **fin**es
- Health Information Custodians (HICs) must notify the affected person AND **inform the person that they can make a complaint to the IPC**
- HICs to **report to regulatory colleges** certain disciplinary actions taken against a member in response to privacy breaches.
- Notice must occur **within 30 days** and be in writing
- Includes situations where the registrant is terminated, suspended or **voluntarily resigns** in response to disciplinary action or investigation





## Mandatory Reports

Effective August 2016

Expanded mandatory reporting obligations of **employers, partners and associates** of regulated health professionals, as well as **facilities offering privileges** to them.

Required to report to College:

- i. when there is a **termination of the relationship** (revoking, suspension or imposition of restrictions on privileges) due to incompetence, professional misconduct or incapacity; or,
- ii. if a registrant **voluntarily relinquishes or restricts privileges** related to professional misconduct, incompetence or incapacity (during or after an investigation)



# Psychotherapy Update

- Working with the MOHLTC re. controlled act
- 2 documents
  - Clarification of controlled act
  - Explanation for the public audience
- Stakeholder consultation – next step
- OTs do not need to register with CRPO to practice psychotherapy

# Elections 2017



- District 2
  - Hamilton, Niagara, Waterloo areas (2 Council positions)
- District 4
  - Ottawa, Kingston and areas (1 Council position)
- Process is now completely electronic
- Dates
  - Formal call for nominations – Tuesday January 3, 2017
  - Due date for completed nominations – Friday February 3, 2017
  - Voting – between Feb 20 and March 7, 2017



# Strategic Planning

- BIG THANK YOU!
- Over 800 OTs responded to our survey
- Council now formulating the expected outcomes
- Stay tuned for more information about the survey results

New Strategic Plan June 1, 2017



**Thank you for joining us.**

**[info@coto.org](mailto:info@coto.org)**

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