Completing Your Professional Development Plan

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

Housekeeping

- Webinar from 12:15 – 1:00pm
- Enter your questions in the question box at any time
- Presentation slides will be available on the College website
- Link to the recorded presentation will be available at: www.coto.org

Agenda

- Why a QA Program?
- Steps to Completing Your Professional Development (PD) Plan
- QA Compliance Policy Reminder
- FAQs
- Q&A
- 2018 QA Requirements (SA, PD Plan, PREP)

Why a QA Program?

I know I have to do this…

- Legal Requirement (*RHPA, 1991)*
- Mandatory completion by College due dates
- **But… adds value to you and your practice!**
- Opportunity to reflect on what you know, what you're doing well, what you've accomplished, where there may be need for improvement…

Steps to Completing Your PD Plan

Professional Development Plan

What's Not New

- *Encouraged to:*
  - Begin your plan in June / when available
  - Update your progress throughout year
  - **Required to**: Mark complete by due date
  - Provided with **One Year** to Complete it

Professional Development Plan

What's New

- Minimum of 2 and Maximum of 5 goals
- Accommodates met and ongoing goals
- Real time status updates – not started (**grey dot**), in-progress (**yellow dot**), completed (**green dot**)
- Increased emphasis on application of learning to practice
- Encourages use of SMART principles to support successful goal setting
- Safeguards to ensure you are ready to mark your plan complete
- Detailed instructions on each page, hover text

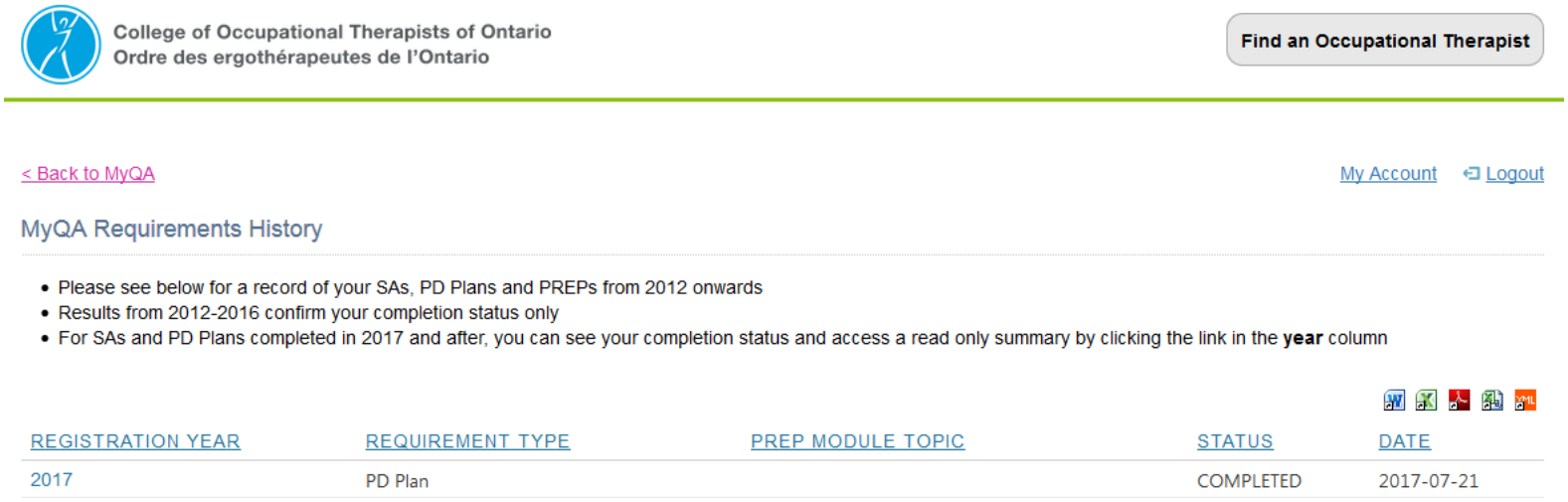
Access to a Record of Previously Completed Requirements

- View a record of your previously completed requirements

REGISTRATION YEAR	REQUIREMENT TYPE	PREP MODULE TOPIC	STATUS	DATE
2016-2017	PD Plan		CLOSED	2017-01-19
2016	Self-Assessment (Clinical)		COMPLETED	2017-01-12
2016	PREP	Jurisprudence	COMPLETED	2016-05-30
2015-2016	PD Plan		COMPLETED	2016-06-08
2015	Self-Assessment (Clinical)		COMPLETED	2015-05-25
2015	PREP	Communication	COMPLETED	2015-05-12
2014-2015	PD Plan		COMPLETED	2015-05-25
2014	PREP	Privacy & Confidentiality	COMPLETED	2014-05-26
2013-2014	PD Plan		COMPLETED	2014-05-27
2013	Self-Assessment (Clinical)		CLOSED	2017-01-19
2013	Self-Assessment (Clinical)		COMPLETED	2013-05-21
2013	PREP	Conflict of Interest	COMPLETED	2013-04-06
2012-2013	PD Plan		COMPLETED	2013-05-21
2012	PREP	Controlled Acts & Scope of Practice	CLOSED	2017-01-19

Access to Content from 2017 and onward

- Access from History Links in MyQA
- Print, or save a read-only summary



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< Back to MyQA

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MyQA Requirements History

- Please see below for a record of your SAs, PD Plans and PREPs from 2012 onwards
- Results from 2012-2016 confirm your completion status only
- For SAs and PD Plans completed in 2017 and after, you can see your completion status and access a read only summary by clicking the link in the **year** column

REGISTRATION YEAR	REQUIREMENT TYPE	PREP MODULE TOPIC	STATUS	DATE
2017	PD Plan		COMPLETED	2017-07-21

Compliance with QA Program Requirements Policy

- Effective as of April 1, 2018
- Quality Assurance Committee (QAC) approved policy
  - Defines how to address non-compliance with mandatory annual QA requirements (SA, PD Plan, PREP)
  - Follow-up from College/QAC
  - QA Program Info & Policy

PD Plan Frequently Asked Questions

Q: Should I mark my plan complete if my goals are still **in progress**?

A: **Yes**. Just a reminder that it is your 2017 PD Plan you are working on. You should've opened your 2017 PD Plan when it was made available in June 2017, documenting your progress throughout the year and marking your plan complete with met or ongoing goals by May 31, 2018. Any goals that you feel remain in progress by May 31, 2018 - you can mark as ongoing and add to your 2018 PD Plan if you wish.

PD Plan Frequently Asked Questions

Q: Can I copy and paste my ongoing goals from my 2017 PD Plan onto my 2018 PD Plan like I used to be able to do in the Practice Development Portal?

A: No. In MyQA you are not able to copy and paste directly from one plan to the next, however, once you mark your 2017 PD Plan complete you will have access to a read-only summary. When you are goal setting for your new plan, you are encouraged to look at any ongoing goals and determine if they are still relevant or need revising and document accordingly.

PD Plan Frequently Asked Questions

Q: Can the College access my 2016 PD Plan?

A: **No**. With the Practice Development Portal closing last year, registrants were asked to save or print copies of any QA requirements. MyQA has a record/list of previous requirements but no content.

PD Plan Frequently Asked Questions

Q: How do I mark a goal as **ongoing**?

A: In MyQA you are only able to mark a goal as ongoing once information has been entered into **each field on your goal setting page**.

PD Plan Frequently Asked Questions

Q: I completed my PD Plan, but the **due date** still says May 31, 2018, have I met my requirement?

A: As long as you see the **green dot and completed status** you have met your requirement.

PD Plan Frequently Asked Questions

Q: I would like to set **new goals for 2018. Where can I access** a new plan?

A: The **2018 PD Plan** will be available in MyQA **in June**. When it becomes available you will see your updated due date in MyQA to be May 31, 2019.

What are your PD Plan Questions?

2018 QA Requirements

- 2018 QA Requirements – Self-Assessment, PD Plan and Prescribed Regulatory Education Program (PREP) will be available in MyQA in **June, 2018**
- SA (for those required) and PREP – due **October 31, 2018**
- PD Plan – **due May 31, 2019** – again encouraged to begin when it becomes available, marking your progress throughout the year and marking complete by due date

Resources

- College Communications
- Finding Your Way in MyQA resource page
- Brief introductory instructional video hosted on the College's website / YouTube channel
- Today's webinar will be available on the College's website for future viewing
- MyQA Launch Webinar Presentation (August 2017)
- COTO On-topic PD Plan 101 Podcast
- Detailed instructions on each page of MyQA
- Hover Text

Contact Us

For technical issues:

info@coto.org or 416-214-1177 ext. 236

For questions about your QA requirements:

qaprograms@coto.org, or:

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THANK YOU