



SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

CONTINUING EDUCATION	Reference Number: 3.3
	Effective Date: July 2013
Approving Authority: SCRT Council	Revision Dates: April 26, 2018
Contact for Interpretation: Education Committee	

1. Policy

1.1 The Council, in accordance with the Act and Bylaws, must set standards for continuing education and the participation of members in continuing education.

1.2 The Council shall determine the activities that are acceptable by the College for continuing education credits and the number of credits to be assigned for each activity.

1.3 A non-statutory committee shall be appointed by the Council in accordance with the Act and Bylaws entitled the "Continuing Education Committee" or hereafter "the Committee" for the purpose of auditing the membership.

2. Purpose

2.1 To assure the public of the knowledge, skill, proficiency and competency of members in the practise of respiratory therapy.

2.2 To ensure compliance on the part of the membership with the Act and Bylaws regarding continuing competency.

3. Responsibilities

3.1 The Registrar shall, on a yearly basis, provide the Committee with a list of members who are eligible for a continuing education audit.

3.2 The Committee shall randomly select 5% of the eligible membership for audit and inform those selected by registered mail.

3.3 The Committee shall perform the audit as outlined in this document.

3.4 All documentation regarding the audit shall be forwarded to the Council for independent review and shall remain the property of the SCRT.

3.5 In accordance with the Bylaws, each member is responsible for preparing a personal inventory of continuing education credits obtained by the member, and each member shall maintain that inventory for a period of at least three years.

3.6 The dates of CEC credits to be audited annually shall be the previous two licensing years – April 1 through March 31 - in year of audit.

4. Definitions

4.1 “Bylaws” means the valid and subsisting bylaws of the College.

4.2 “Act” means *The Respiratory Therapists Act*.

4.3 “College” means the Saskatchewan College of Respiratory Therapists.

4.4 “Committee” means the Continuing Education Committee.

4.5 “Council” means the council of the College.

4.6 “Member” means a member of the College who is in good standing.

4.7 “Registrar” means the Registrar of the Saskatchewan College of Respiratory Therapists.

5. Revision History

5.1 This is the second revision of the original document.

6. Procedure

6.1 Eligibility:

6.1.1 All members holding full practising licences are eligible for audit except:

6.1.1.1 Those members who have successfully completed their registration examination during the previous two licensing years, and

6.1.1.2 Those members who have been audited in the previous two licensing years.

6.1.2 Members holding temporary practising memberships with full practising licences from another jurisdiction are subject to the audit process administered by that jurisdiction.

6.1.3 Members holding honorary or non-practicing memberships are not eligible for audit.

6.1.4 The Registrar is responsible for providing the list of eligible members to the Committee by the last week of April each year.

6.1.4.1 The selection process is to be documented on the Audit Selection Worksheet, attached as Appendix D. This worksheet shall be attached to the list of eligible member numbers to be included in the lottery.

6.2 Upon receipt of the list of eligible members, the Committee will randomly select 5% of the eligible membership.

6.2.1 Selection is completed by a physical lottery.

6.2.2 Only member numbers shall be included in the draw in order to partially blind the lottery process and reduce the chance of bias.

6.2.3 During selection, the ED/Registrar and a minimum of one Committee member must be present. One other individual must be present to act as a witness. This individual may be a Committee member, a member of the College, or a member of the public.

6.2.4 The membership numbers selected shall be documented on the Audit Selection Worksheet form, attached as Appendix D. This form must be returned to the College when the audit has been completed.

6.3 The Committee will inform the selected members by registered mail. This correspondence will include a letter (Appendix B) explaining what is required, as well as forms to be completed (Appendix C) and returned to the College.

6.3.1 The College shall send notification of audit to selected members no later than May 1 of each year.

6.4 The member will return their completed audit documentation to the College within 30 days of receipt.

6.4.1 All forms included in the correspondence from the Committee must be fully completed.

6.4.2 The member shall include a copy of the member worksheet including copies of all necessary supporting documentation. The worksheet is attached as Appendix C.

6.4.3 All forms submitted to the College as part of the audit become property of the College and will not be returned to the member. Should a member wish to keep a copy of the correspondence, it is the responsibility of the member to make copies.

6.4.4 Failure to submit the required documentation within 30 days will result in follow-up from the Committee regarding the circumstances of the late documentation.

6.4.5 Correspondence returned to the Committee with missing information will similarly be followed up by the Committee prior to submitting the completed audit to the College.

6.4.6 All documentation received from members by the College pertaining to their audit shall be forwarded by registered to the Committee as appropriate.

6.4.7 All documentation pertaining to the audit is confidential and, as such, shall be handled in an appropriate manner.

6.5 The ED/Registrar will do an initial review, then will forward all documents to the Committee for verification that the contents of the documentation is truthful and accurate, and that the minimum standards of continuing education credits are met in accordance with the Bylaws.

6.5.1 Members of the committee will meet and perform the audit on the third Monday in June (or other date to be determined if necessary) using the Auditor Worksheet. This worksheet constitutes a summary of the audit. It will be attached to all correspondence received from the member and will be submitted to the College when the audit has been successfully completed. This worksheet is attached as Appendix A.

6.5.1.1 Council may elect to review the summary of the audit and follow up as necessary.

6.6 The minimum standard for continuing education is 48 credits over the previous two licensing years.

6.6.1 *It is at the discretion of the Committee whether or not claimed credits are deemed valid in the continuing education program. All credits must be relevant to the member's current position or career development.*

6.6.2 A minimum of 10 of these credits need to be attended sessions and 10 need to be proactive sessions.

6.6.2.1 Attended sessions are defined as sessions in which the education is presented by an instructor to the member. One hour of education is equivalent to one continuing education credit.

6.6.2.1.1 Attended session credits must be obtained from two or more of the sub-categories listed.

6.6.2.2 Proactive sessions are defined as sessions in which the member's education is self-directed, whether or not the education is facilitated by an instructor. One hour of education is equivalent to one continuing education credit.

6.6.2.2.1 Proactive session credits must be obtained from two or more of the sub-categories listed..

6.6.3 The balance of the remaining hours may be comprised of attended sessions, proactive sessions, advanced learning, and/or student preceptorship/staff orientation.

6.6.3.1 Advanced learning is defined as self-directed education completed by the member for the purpose of educating other individuals and/or for the purpose of advancing the practice of other health care professionals. One hour of education is equivalent to two continuing education credits.

6.6.3.1.1 Certain post-secondary courses offered by an approved institution may be recognized by the College as advanced learning and credits will be awarded based on the institution's evaluations.

6.6.3.2 Student preceptorship/staff orientation sessions are defined as those contact hours spent in a clinical setting teaching or orienting students, staff, or other health professionals. One eight- or twelve-hour shift is equivalent to one continuing education credit up to a maximum of four credits per year.

6.7 All Committee members that are able will meet and perform the audit in a group or groups.

6.7.1 Files that are determined by an individual Committee member to be inadequate or incomplete will be reviewed by the entire Committee.

6.7.2 In the event that a Committee member is selected for an audit, the audit shall be completed by another member of the Committee. The potential conflict of interest shall be disclosed on the audit worksheet.

6.8 Upon completion of a successful audit, the Committee shall forward a copy of the audit worksheet to the audited member within 45 days, along with a letter certifying that the audit was successful. This correspondence shall be sent by registered mail. A sample letter certifying a successful audit is attached as Appendix E.

6.8.1 The original copy of the auditor worksheet and all substantiating documentation is retained by the College.

6.8.2 The Committee must send this correspondence to the College within 45 days of receiving the member's audit package.

6.9 In the event that the documentation received from a member is inadequate or incomplete, the member shall be notified directly of the issue and provided with 45 days to provide further documentation and explain any outstanding issues.

6.9.1 If the information received completes the audit, the audit shall be considered successful though the issues with the file shall be documented on the audit worksheet.

6.9.2 If the member fails to provide adequate information to substantiate their continuing education credits within 45 days of contact from the Committee, the relevant file and all received documentation shall be forwarded to the Professional Conduct Committee.

6.9.2.1 The Professional Conduct Committee will review the case and determine how to proceed.

Appendix A

Auditor Worksheet (for use at audit)

Name: _____ Member number: _____

Employer(s): _____

Full Time Part Time Casual

Audit period from (date): _____ to (date): _____

Notice of audit sent (date): _____ Tracking number: _____

Obtained a minimum of **10** credits from at least **two sub-categories of sessions**: Yes No

Obtained a minimum of **10** credits from at least **two sub categories of proactive sessions**: Yes No

Obtained the minimum required **48** credits for the audit period: Yes No

Number of credits obtained from **attended sessions**: _____

Number of credits obtained from **proactive sessions**: _____

Number of credits obtained from **advanced learning sessions**: _____

Number of credits obtained from **student precepting/staff orientation**: _____

Total number of credits obtained: _____

Discrepancies noted: _____

Clarification requested on (date): _____

Clarification received: Yes No Discrepancies resolved: Yes No

Certificate of successful audit issued: Yes No Date of issue: _____

Signature of Auditor: _____ Date: _____



Appendix B

Dear _____,

Your name has been randomly chosen for a continuing education audit. As such, we will require proof of your continuing education activities over the previous two licensing years.

During this period, you were required to complete continuing education hours totaling 48 credits, including 10 credits from attended sessions and 10 credits from proactive sessions. In order to complete our audit, we will need you to complete the attached worksheets and include **ALL** relevant supporting documentation. This may include certificates, minutes from meetings, agenda, or short write ups of events. Please forward only **photocopies** of your supporting documentation, as the documents will become property of the College and will **not** be returned to you.

We will require that you fulfill the request above within 30 days of receiving this package by registered mail. All documents should be sent to the following address:

Saskatchewan College of Respiratory Therapists
202 – 3775 Pasqua St
Regina SK S4S 6W8

In order to protect you in the event your package is lost, it is strongly suggested that you send your package by registered mail or another method with a tracking number and delivery confirmation.

The Continuing Education Committee will complete your audit and respond to you within 45 days of receiving your package. If the audit is completed successfully, you will be informed of this in writing and you will be ineligible for continuing education audit for the next two licensing years. If the Continuing Education Committee requires further information or clarification on items regarding your audit, you will be contacted directly by a member of the committee.

Please ensure you refer to the SCRT website (s crt.ca) to find the latest version of the Continuing Education policy 3.3 which was approved by Council on April 26, 2018.

Thank you for your cooperation with the audit process. If you have any questions, you can contact the committee at info@s crt.ca or phone the ED/Registrar at 306-789-3359.

Sincerely,

SCRT Continuing Education Committee



Appendix C

Member Information Sheet

Name: _____ Member number: _____

Employer(s): _____ Full Time Part Time Casual

_____ Full Time Part Time Casual

_____ Full Time Part Time Casual

Phone number(s): _____

Address: _____

E-mail(s): _____

Audit Period: From _____ To _____

Number of credits obtained from **attended sessions**: _____

Number of credits obtained from **proactive sessions**: _____

Number of credits obtained from **advanced learning sessions**: _____

Number of credits obtained from **student preceptorship/staff orientation**: _____

Total number of credits obtained: _____

Date package sent: _____ Tracking number: _____

Notes: _____

Signature of member: _____ Date: _____

Appendix D

Audit Selection Worksheet

Date: _____

Licence numbers to be removed from the lottery

List of member numbers audited in the previous two years: _____

Total: _____

List of member numbers who successfully completed the CBRC exam in the previous two years:

Total: _____

Total number of ineligible members: _____

Number of members to be audited

Number of members holding full practicing licenses: _____

Subtract the number of ineligible members (**above**): - _____

Number of **eligible members**: _____

*Registrar **MUST** attach the list of eligible member numbers!*

5% of eligible members = # of member numbers to draw _____

Signature of Registrar: _____

Numbers chosen for auditing: _____

Signature of committee member present at drawing: _____

Signature of witness: _____



Appendix E

(Date)

Dear (Member),

Thank you for taking part in the audit of Continuing Education Credits.

We have reviewed the documents that you have submitted and this letter is to certify that your audit was successfully completed. We appreciate the time you took to cooperate with us in this process. As part of your successful completion, you will be exempt from continuing education audits for the next two licensing years.

As a reminder, you are still mandated by *The Respiratory Therapists Act* to continue to accrue continuing education credits during this time.

Again, we would like to thank you for your patience and assistance in this matter.

Sincerely,

SCRT Continuing Education Committee