

CONTINUING EDUCATION	Reference Number: 3.3
	Effective Date: July 2013
Approving Authority: SCRT Council	Revision Dates: April 17, 2017, November 7, 2019, March 28, 2022, April 7, 2023
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 tracked mail with signature.
- 3.3** The Committee shall perform the audit as outlined in this document.
- 3.4** A summary regarding the audit shall be forwarded to the Council for independent review and shall remain the property of the SCRT.



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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 the years 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 fifth 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 compiling the list of eligible members for the Committee by the last week of March each year.

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



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- 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 hand-drawn lottery.
- 6.2.2** Eligible members will be issued an arbitrary number in order to double-blind the lottery process (no names or registration numbers visible) 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 or staff of the College, or a member of the public.
- 6.2.4** The membership registration numbers selected shall be documented on the Audit Selection Worksheet form (Appendix A).
- 6.3** The Committee will inform the selected members by tracked mail with signature. This correspondence will include a letter (Appendix B) explaining what is required, as well as forms to be completed (Appendix C) and the return date 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** Members shall return their completed audit documentation to the College within 30 days and **no later** than the **designated deadline date** (refer to audit letter for date). A member who fails to submit their annual education audit by the deadline date, shall pay a penalty of \$50.00 per week or any portion thereof (fees Bylaw 2019 Administrative Fees (1) until the audit is received by the college or unless prior arrangements have been made with the Continuing Education Committee.
- 6.4.1** All forms required in the audit submission must be completed in full.
- 6.4.2** The member shall include a copy of the member worksheet (Appendix C) including copies of all necessary supporting documentation.
- 6.4.3** All forms submitted to the College as part of the audit shall 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 by the designated deadline date will result in follow-up correspondence via tracked mail with signature from the Committee and requesting the circumstances of the late submission. Failure to reply to the letter and have the required documentation submitted within the next seven (7) days

may result in the file being forwarded to the Professional Conduct Committee, along with fines being imposed.

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

6.4.6 Documentation received from members by the College pertaining to their audit shall be forwarded by tracked mail with signature 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 complete an initial review of the audit submissions and then will forward all documents to the Committee for verification that the contents of the documentation are 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 within ten (10) days of the member submission deadline 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 (April 1 to March 31).

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 and correspond to identified competencies in the National Competency Framework (NCF).

6.6.2 The credit categories include: Professional Education Activities, Advanced Learning and Certifications and Student Preceptorship and New Staff Orientation.

6.6.2.1 Professional education activities are defined as sessions in which the education is presented by an instructor to the member and, 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.

6.6.2.1.1 Members may obtain all their credits from Professional Education Activities, or a combination of credits completed within all three categories.

6.6.2.2 Advanced learning and Certifications are 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.

6.6.2.2.1 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.

6.6.2.3 Preceptorship and New 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 12 credits per two-year period.

6.6.2.4 All credit category activities must identify the corresponding National Framework Competency(ies) as described in Appendix A in the Continuing Education Program Handbook.

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

6.7.1 Audit submissions 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/College shall forward a copy of the audit worksheet to the audited member within 45 days, along with a letter, copy of audit worksheet and certificate certifying that the audit was successful. A sample letter certifying a successful audit is attached as Appendix D.

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 all correspondence to the College within 45 days after the audit submission deadline.



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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 be given 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, 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 will determine further action.



APPENDIX A - AUDIT SELECTION WORKSHEET

Audit years: _____ **Date:** _____

Member registration numbers (no names) to be removed from the lottery:

1) List of members audited in the previous two audits:

Total: _____

2) List of members successfully completed the CBRC exam in the previous two years:

Total: _____

Total number of exempted members:**Total:** _____

Number of members to be audited:

1) Number of members holding **full practicing licenses:** _____

2) Subtract number of exempted members (**above**): - _____

3) Number of **eligible members for audit:** _____

List of eligible members to be attached by ED/Registrar.

5% of eligible members = # of member numbers to draw (rounded up) _____

Signature of ED/Registrar: _____

Member registration numbers chosen for audit: _____

Name and signature of committee member present at draw: _____

Name and signature of witness present at draw: _____



APPENDIX B: LETTER INFORMING MEMBER OF AUDIT

April 10, 2023

Insert member address

Dear XXXX:

RE: Continuing Education Member Audit

Your name has been randomly selected to fulfill the requirement as a licensed Respiratory Therapist, as per the SCRT Regulatory Bylaws (sections 15, 18), to provide evidence of a minimum of 48 continuing education credits (CECs) over a two-year period from April 1, 2021 – March 31, 2023.

To fulfill this requirement, we require proof of your continuing education activities, (please refer to the attached CEC Handbook for further details).

To submit evidence of your activities, please complete the attached forms and worksheets, and include **ALL** relevant supporting documentation. This documentation may include, but is not limited to, certificates, minutes from meetings, agendas, or short descriptions of events, along with a summary of your notes.

Please forward only **photocopies** of your supporting documentation, as the documents will become property of the college and will **not** be returned. It is recommended that you make a copy of your submission for your records prior to sending.

The deadline for your submission to be received in our office must be no later than **Wednesday, May 17, 2023**, and sent to:

**Saskatchewan College of Respiratory Therapists
Attn: Continuing Education Committee
#202 3775 Pasqua Street
Regina, SK S4S 6W8**

Failure to submit your audit information by the above date will result in a penalty of \$50.00 per week or any portion thereof after such date until the audit information is received.

It is strongly recommended that you send your package with a postal tracking number and delivery confirmation.

Upon meeting all requirements for the audit process successfully, you will receive a letter in writing within 45 days after the deadline date and your name will be removed from the audit for the next two licensing years. If the continuing education committee requires further information



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or clarification on items regarding your audit, you will be contacted and may be required to submit further supporting documentation within 45 days. Failure to provide additional information may result in your file being forwarded to the Professional Conduct Committee.

Please refer to the Continuing Education Handbook and Continuing Education Policy (3.3) for further details on how to complete the audit.

We look forward to receiving your audit submission and helping to support your commitment to professional development.

If you have any questions, please contact the office at info@scrt.ca, or by phone at: (306) 789-3359.

Sincerely,

SCRT Continuing Education Committee

APPENDIX C: MEMBER INFORMATION AND SUMMARY SHEET

Name: _____ Member number: _____

Employer(s): _____ Full Time Part Time Casual

Phone number(s): _____

Address: _____

E-mail(s): _____

Audit Period: From _____ To _____

1. Total number of credits obtained from **Category 1: Professional Education Activities:**

2. Total number of credits obtained from **Category 2: Advanced Learning and Certifications:**

2.1 _____ 2.2 _____ 2.3 _____ 2.4 _____ 2.5 _____ 2.6 _____

3. Number of credits obtained from **Category 3: Preceptorship and New Staff Orientation:**

3.1 _____

Total number of credits completed: _____

Date audit submission sent: _____ Tracking number: _____

Notes: _____

Signature of member: _____ Date: _____

