



SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

September, 2020

## CONTINUING EDUCATION PROGRAM

### Education Credits

### Classification and Recording Information

Continuing education is an important and vital part of our ever-changing health care field. Since the enactment of the Respiratory Therapy Act (Bill no. 42), in 2009 Respiratory Therapy has been a self-regulated profession in Saskatchewan. As a licensed health care professional, the Registered Respiratory Therapist (RRT) is responsible to the public to maintain the highest standards of care.

As part of a licensed profession, RRTs must show competency to the public through the SCRT continuing education program. Under the SCRT Regulatory Bylaws, (see sections 15 and 18) there are provisions for continuing competency. These requirements are as follows:

1. A minimum of 1500 practice hours over a 4 year period.
- 2. A minimum of 48 continuing education credits (CECs) over a 2 year audit period.**

In order to provide evidence of competency to the public, 5% of the eligible SCRT membership has their continuing education credits audited each year.

The Continuing Education Committee (CEC) has designed a program that classifies the various types of educational activities an RRT may participate in and, translates that time into credits. Continuing education credits are earned from a variety of activities designed to maintain or improve your skills and knowledge as an RRT, or within your current role with your RRT designation.

Please take the time to thoroughly review and understand the latest version of the Continuing Education Program. A copy of the policy can be found elsewhere in this package. [The most significant change for the 2018-20 audit, as per the new Fees Bylaw 2019 and, subsequent amendment to the Continuing Education Policy \(section 6.4\), is the addition of a fine if your audit package is not received by the college within the specified deadline.](#)

Any questions or concerns may be emailed to the Continuing Education Committee at [info@scrt.ca](mailto:info@scrt.ca).

## Classification Outline for Continuing Education Credits

The credit categories are as follows:

1. **Attended sessions**
2. **Proactive sessions**
3. **Advanced learning**
4. **Student preceptoring/staff orientation**

The CEC has set some minimum and/or maximum allowable credits in the credit categories.

It is recognized that RRTs work in a variety of environments, the credit system attempts to be a fair system for all RRTs working in Saskatchewan.

RRTs must continue accruing their credits while holding a license, even if on a leave of absence from their employer. (Special consideration for individual cases may occur after consultation with the Continuing Education Committee.)

It is the individual's responsibility to ensure all guidelines are met. Recording **MUST** be done on the sheets made available from the College. Recording sheets **MUST be filled out completely and be accompanied with all supporting documentation.** Please realize it is the complete recording sheet and the supporting documents (e.g. handouts, certificates, summation of in-service, conference agendas, etc) you provide that contains the critical information the CEC requires. If the information is incomplete or, supporting documentation is lacking, the CEC will be unable to count the credit.

New information for 2018-20 Audit:

1. Although the online log available through the SCRT website may be used for your personal use and ease of recording, when you are audited, **you must transfer the information to the SCRT recording sheets** in order for all needed information to be included as part of your submitted package, for the committee to assess.
2. All attended sessions submitted for your audit, must have *your personal notes* included, not just the power-point or handout of the speaker's notes
3. If the committee does not receive your submission within the 30 day deadline, an administrative fine of \$50.00 /week will be applied until the package is received by the college, as per the Fees Bylaw (2019) and amended CEC policy (section 6.4).

This education package is not an exhaustive list of all potential continuing education credit sources but, is simply intended to give examples of the types of activities that may fit in each category.

If a member has any questions about continuing education credits they should forward them to [info@scrt.ca](mailto:info@scrt.ca) . The Committee will investigate and respond to the member's request as soon as possible. Any decision made by the Committee will be given to the therapist who will be allowed to review, provide a rebuttal, and/or ask for an appeal to SCRT Council.

## **Category 1: Attended Sessions**

- 1 hour of time = 1 credit (unless otherwise noted)
- Credits must come from at least 2 of the listed sub-categories
- Minimum** 10 credits per 2 year audit period

-Effective July 2019: All submissions in this category **must** be accompanied by your summary notes. Certificates of attendance or agendas are optional and may also be included.

### **Sub-categories:**

#### 1.1 Attend a lecture

- A summary/notes from the lecture, must be written up and available for review
- Date, length of talk, speaker's name must be recorded

#### 1.2 Employer Continuing Education Courses

- Offered by your employer, related to the profession of respiratory therapy, or your current position. SCRT should have access to the material for review.
- Certificates of completion should be sent to committee along with date and length of the course.

#### 1.3 Forums (conferences/education days)

- An outline of the events should be available with notes from each lecture attended. (ONLY time spent in lectures may be credited. The education day may be eight hours, but if there was five hours of lecture time, you are only eligible to claim 5 credits).  
Note: if your break time was spent speaking to a vendor, re new products, services, etc. : ½ hour credits are available for that time; summary notes as per lectures will be required.

#### 1.4 Grand/Formal Teaching Rounds

- A summary of the lecture content must be written up and available for review.
- Date, length of talk, speaker's name, must be recorded

#### 1.5 Work Shops or In-service

- Can be hands-on interactive learning sessions. A list of activities, skills, or topics covered in the session is required (e.g. CPAP mask fitting).
- A summary of content covered for each in-service (along with the date, speaker's name, and length of session).

#### 1.6 Teleconference, podcast, webinars

- A summary of the lecture content must be written up and available for review.
- Date, length of talk, speaker's name must be recorded & website information provided.

## **Category 2: Proactive Sessions**

- 1 hour of time = 1 credit (unless otherwise noted)**
- Credits must come from at least 2 of the listed sub-categories**
- Minimum of 10 credits per 2 year audit period**

### **Sub-Categories:**

#### 2.1 SCRT / CSRT / CBRC Volunteer

- Recognition for hours spent at meetings and doing committee work
- Summary of work performed

#### 2.2 Other Committee Involvement

- Recognition for hours spent at meetings and doing committee work
- NOTE: these groups must be involved with the workplace/respiratory therapy in some way (e.g. Occupational Health and Safety Committee)
- Summary of work performed, type of committee, dates of meetings, length of meetings
- Staff/Manager meetings etc. DO NOT count, unless they have a specific education component to them, which will require a summary of the education component discussed.

#### 2.3 Volunteerism promoting Respiratory Therapy

- Recognition of hours volunteered to promote Respiratory Therapy (e.g. Respiratory Therapy Week/Lung Association/Asthma camp)
- Summary of work performed, dates and number of hours put in

#### 2.4 Recognized Training Courses

- A copy of the certificate indicating successful completion MUST be included with the recording form, (i.e. BCLS, ACLS, TLR, WHIMIS, etc.)
- BCLS = 5 credits; ACLS = 12 credits; PALS = 12 credits; NRP = 10 credits
- Recertification of ACLS = 7 credits; PALS = 8 credits

#### 2.5 Self Directed Learning:

- On-line courses
  - completed certificate of course, written summary of course and web site information and number of CE credits / hours awarded.
- Journal Club/[personal professional journal reading](#)
  - credit for participating in a work related journal club, or personal journal reading
  - One credit per meeting/[article read](#), with written summary of article discussed along with a copy of the article's front page.

### **Category 3: Advanced Learning**

**-0 minimum credits required per 2 year audit period**

**- 1 hour = 2 CEC (for 3.1 - 3.4)**

#### 3.1 Educational Module Development

-Required to submit the module along with hours put into development

#### 3.2 Development/revision of Policies and Procedures

-Submit Policies and Procedures developed along with summary of supporting research and hours of work on the project

#### 3.3 Formal lecture or presentation

-Hours recognized would include preparation and presentation

-Require summary of presentation and date/time etc. of presentation

#### 3.4 Publications

-Submission of article published.

-Hours spent in research

-Hours spent on writing

-The hours will count in the year of publication

#### 3.5 Certifications

Certified Respiratory Educator - 27.5

Certified Asthma Educator - 17.5

COPD Educator - 21.5

Spirotrec - 5

Copy of certificate required

Credits on job-related courses from an approved institution will be awarded based on the institution's evaluation.

#### 3.6 University/College Courses

-each job-related university course is worth 5 credits

-description of course, name of institution, must pass & provide documentation

#### **Category 4: Preceptorship/Staff Orientation**

- One 8 or 12 hour shift = 1 credit**
- Maximum 8 credits per 2 year audit period**
- 0 minimum credits required per 2 year audit period**

Student preceptorship/staff orientation hours are defined as those contact hours spent in the clinical setting with students, staff and/or other health professionals. Preceptors are mentors and set the standards for patient care and performance expectations within the clinical setting (in conjunction with established policies and procedures, and legislation).

Proof of Student preceptorship/staff orientation:

- Members are responsible for tracking student/new staff contact hours
- Forms provided by the SCRT may be used, or self-recording may be used
- Schedules *may* have to be produced to verify claimed credits
- A brief summary of topics /skills covered should be listed on the recording sheet

## SCRT Continuing Education Recording Forms

Name \_\_\_\_\_

<i>Credit Category:</i>	
DATE:	PRESENTER:
DETAILED SUMMARY:	
Length of presentation:      hrs   = Credits:	

**Please make copies of this form and use as many as needed;  
complete 1 form for each event used for credit**

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