



SASKATCHEWAN COLLEGE OF RESPIRATORY THERAPISTS

CONTINUING EDUCATION	Reference Number: 3.3
	Effective Date: July 2013
Approving Authority: SCRT Council	Revision Dates: November 7, 2019
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 third 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. *A member who fails to submit their annual education audit by the deadline date which is thirty (30) days after the member has signed for the registered letter informing the member of their audit, 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 to submit their audit late.*

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 via registered letter from the Committee regarding the circumstances of the late submission. *Failure to reply to this letter and have the required documentation submitted within the next 7 days may result in the file being forwarded to the Professional Conduct Committee, along with the fines being imposed.*

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 [mail](#) 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 8 or 12 hour shift is equivalent to one continuing education credit up to a maximum of 8 credits per 2 year period*

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/College 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 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 C

Category 3: Advanced Learning – No Minimum

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.

Member Name _____

Date	Event	Presenter	# of credits

