

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Title: **Entry-to-Practice Competency Assessment Policy**

Number: **RG- 425**

Date originally approved:
November 29, 2013

Date(s) revision approved:
March 3, 2017

POLICY

The College of Respiratory Therapists of Ontario is responsible for setting the entry to practice requirements for respiratory therapists in Ontario. These requirements are set out in the Registration Regulation.

Under subsection 55(2) of the Registration Regulation, an applicant for registration must,

(a) have successfully completed a respiratory therapy program offered in Canada that, at the time of completion, was approved or accredited by the Council or by a body approved by the Council; or

(b) **have,**

- (i) **successfully completed a program offered outside Canada either in respiratory therapy or in a closely related field that is acceptable to the Registration Committee, along with any additional education that is required by the Registration Committee, and**
- (ii) **demonstrated through an assessment process acceptable to the Registration Committee that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed a program referred to in clause (a).**

This policy sets out the criteria and processes used by the Registration Committee to determine whether or not an applicant for registration meets the registration requirements under paragraph 55(2)(b) of the Registration Regulation.

The policy applies to applicants who:

- graduated from programs offered outside Canada either in respiratory therapy or in a closely related field; or
- graduated from unapproved Canadian Respiratory Therapy programs that are not accredited by CoARTE.

The assessment process outlined below provides a mechanism for an applicant, to demonstrate to the Registration Committee that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed a program referred to in clause (a) of subsection 55(2) of the registration regulation, i.e., that the applicant possesses the required entry to practice competencies to provide safe, effective and ethical care. The entry-to-practice competencies are listed in the National Competency Profile (NCP) developed by the National Alliance of Respiratory Regulatory Bodies¹.

PROCESS

1.0 Application

Any person wishing to undertake the assessment must first submit the following:

- Application for Registration form and applicable fee;

¹ www.nartrb.ca/eng/documents/2011NCPfinal.pdf

- Credential evaluation report or transcript of academic record from a Canadian Respiratory Therapy program; and
- Proof of Canadian citizenship, permanent residency status or a valid work permit.

In addition the applicant may be required to provide one or more of the following:

- Proof of Language Proficiency;
- Employment Verification;
- Registration Verification.

Following receipt of the required documentation and any required assessment fees, the CRTO will start the assessment process.

An applicant who successfully completed a program offered outside Canada that, at the time of completion, was accredited by CoARTE will be deemed to have demonstrated that he or she has knowledge, skills and judgment equivalent to those of a person who has successfully completed an approved or accredited Canadian Respiratory Therapy program.

2.0 Assessment Process

For the purpose of paragraph 55(2)(b), the process will include the following components:

- 2.1 Educational Review;
- 2.2 Structured Interview and Feedback; and
- 2.3 Clinical Skills Assessment.

These components are sequential; applicants must complete each component before moving onto the next.

2.1 Educational Review

The Educational Review will be used to determine if the applicant's educational qualifications are sufficiently similar to the Canadian standard reflected in the *National Competency Profile (NCP)*. The review will be based on documentary evidence submitted to the CRTO from the education program completed by the applicant. A program reviewer will use the Program Checklist to determine the degree of comparability of the education program to the competencies listed in the NCP.

2.2 Structured Interview and Feedback

The purpose of the structured interview is to identify details of the applicant's knowledge, skills and experience related to the practice of respiratory therapy compared to the competencies listed in the NCP. The interview will be administered by at least two qualified assessors (a panel).

At the end of this stage, the applicant will receive an interim assessment report. The report will be based on the educational review and the structured interview. The purpose of the interim assessment report is to provide feedback identifying any gaps in the applicant's knowledge or experience when compared to the competencies listed in the NCP. All applicants will be required to meet with CRTO staff to review both the interim report and next steps in the assessment process.

2.3 Clinical Skills Assessment

The clinical skills assessment will determine whether the applicant has the ability to safely and effectively apply his/her practical skills and clinical reasoning in low and high fidelity simulations

that reflect the practice of Respiratory Therapy in Ontario at entry level. The clinical skills assessment will be conducted by at least two trained assessors at a CRTO approved facility.

3.0 Assessment Fees

The assessment fees are determined by the costs associated with administration, and maintenance of the assessment process, and are based on a cost recovery basis. The fees are collected in accordance with the CRTO Fee By-law (article 36).

3.1 \$500.00 Educational Program Review and Interview Fee – in order to start the assessment process, applicants are required to submit the \$500.00 Program Review and Interview Fee. The fee is payable to the CRTO.

Applicants wishing to withdraw from the assessment process prior to their interview will be eligible for a refund of the \$500.00 fee if their written cancellation request is submitted to the CRTO at least 30 days before the confirmed interview date. The fee is non-refundable if the applicants' cancellation request is submitted in less than 30 days before the scheduled interview date.

Rescheduling requests must be submitted at least 30 days before the confirmed interview date. Rescheduling requests submitted in less than 30 days before the scheduled interview date are treated the same as cancellations.

3.2 \$2,750.00 Clinical Skills Assessment Fee – in order to proceed with the Clinical Skills Assessment applicants must submit the \$2,750.00 CSA Fee. The fee is payable to the CRTO.

Applicants wishing to cancel their CSA session will be eligible for a refund of the \$2,750.00 fee if their written cancellation request is submitted at least 30 days before the CSA date. The fee is non-refundable if the applicants' cancellation request is submitted in less than 30 days before the scheduled CSA date.

Rescheduling requests must be submitted at least 30 days before the confirmed CSA date. Rescheduling requests submitted in less than 30 days before the scheduled interview date are treated the same as cancellations.

4.0 Registration Committee Referral

Upon completion of the assessment process, the Registrar will refer the application to a Panel of the Registration Committee for consideration.

In order to determine whether an applicant for registration meets the non-exemptible requirement under paragraph 55(2)(b), a Panel of the Registration Committee will review a comprehensive assessment report prepared by College Registration staff. The comprehensive assessment report will incorporate the results of the educational review, structured interview and the clinical skills assessment.

Following the review, the Panel may:

- a) Direct that a certificate of registration be issued;
- b) Direct that a certificate of registration be issued with terms, conditions and limitations;
- c) Direct that a certificate of registration be issued upon successful completion of additional training approved by the Panel; or
- d) Refuse to issue a certificate of registration.

5.0 Assessment results will be considered as valid for up to two years following the Registration Committee review. Applicants directed by the Registration Committee to complete targeted remediation will have a maximum of two years to complete the required remediation.

6.0 Appeal of Registration Committee's Decision

If the applicant disagrees with the Registration Committee's decision he/she may appeal the Panel's decision to the Health Professions Appeal and Review Board (HPARB).