



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

CERTO PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

Member's Guide

INTRODUCTION

Based on Member's feedback during the [2013 Quality Assurance \(QA\) Evaluation](#) and the CERTO's desire to more fully engage its Members in ongoing professional development, the Quality Assurance Committee (QAC) determined that the ideal quality assurance program should reflect the diversity of Respiratory Therapy (RT) practice and be:

- aligned with how RTs learn;
- grounded in [GROW^{OM}](#) - the CERTO's professional development framework;
- intuitive and user-friendly; and
- designed to assist members to understand and apply the most recent changes to guidelines, standards, etc.

In addition, Member's selection for review of their professional development should be:

- focused on those Members who are in greatest need of ongoing support; and
- fair, equitable and transparent
- designed to support optimal professional development for members

To reflect the emphasis on ongoing professional development, the name has been changed from the CERTO Quality Assurance Program (QAP) to the **CERTO Professional Development Program (PDP)**. The new PDP will begin in **January 2018**.

This PDP Member's Guide includes the following sections:

[Components of the PDP](#)

[Relevant Learning Module](#)

[PORTfolio](#)

[Important Dates](#)

[Deferrals](#)

COMPONENTS OF THE PROFESSIONAL DEVELOPMENT PROGRAM

Both the previous QAP and the new PDP consist of the following components:

- I. Professional Standards
- II. Professional Development

The table below provides a side-by-side comparison between the previous CRTO QAP and the new PDP.

Components	Previous CRTO QAP	New PDP
Professional Standards	Professional Standards Assessment (PSA)	Relevant Learning Module
Professional Development	PORTfolio ^{OM} <ul style="list-style-type: none"> • Self-Assessment • Learning Log • Learning Goal 	PORTfolio ^{OM} <ul style="list-style-type: none"> • Self-Assessment • Learning Log • Learning Goal

Relevant Learning Module – Applies to **All CRTO Members** (including Inactive Members) and is **completed on an annual basis**.

PORTfolio – All CRTO Members are required to maintain their PORTfolio on an ongoing basis. However, only **Active CRTO Members** are assigned a **Review Year** in which they are required to submit their PORTfolio for assessment.

RELEVANT LEARNING MODULE

The **RelevantT** Learning Module is designed to ensure all RTs remain current in their knowledge of the standards, guidelines and legislation that govern their practice. This online module takes approximately **20 minutes** to complete and consists of practice standard changes that have occurred over the past year (e.g., recent regulation changes, new or revised professional practice guidelines, etc.).

The online e learning module will provide Members with all the pertinent content followed by a short series of questions related to the information contained within the module. The goal of the **RelevantT** Learning Module is to ensure that members understand these changes to practice standards and so the questions can be attempted as many times as necessary until the correct response is obtained.

Who

All CRTO Members, which includes:

- All Active and Inactive General Members
- All Active and Inactive Practical (Limited) Respiratory Therapists (PRT)
- All Graduate Respiratory Therapists (GRT) who have already completed the Launch RT Jurisprudence Assessment

When

The RelevantT Learning Module is completed on an **annual basis**. Each year, Members are given from early **January (the date that registration renewal opens) to the last day in February** to complete the RelevantT Learning Module.

Successful Completion

Members must complete the **RelevantT** Learning Module by correctly answering all the questions within the module.

PORTFOLIO

The revised PORTfolio consists of the same three components that were in the previous CRTO QAP, which are:

1. Self-Assessment
2. Learning Log
3. Learning Goal

The table below provides a side-by-side comparison between the previous CRTO QAP PORTfolio and the new PDP.

PORTfolio Components	Previous PORTfolio	New PORTfolio
Self-Assessment	Nine Practice Reflection questions and 30 Standards, Guidelines and Legislation questions	<p>Consists of a series of questions based in each of the eight (8) GROW domains that focus on both the Member's current (Part 1) and future (Part 2) professional practice.</p> <p>Members are required to complete their Self-Assessment on an annual basis.</p>
Learning Log	Requirement to complete at least 12 learning activities	<p>Enables Members to record their ongoing professional development activities electronically either via a desktop/laptop computer or using the PORTability^{OM} mobile app</p> <p>Members are able to determine what portion of the GROW wheel applies to each learning log activity; creating a personalized GROW wheel that illustrates the diversity of their learning.</p>

<p>Learning Goal</p>	<p>Requirement to document at least one learning goal they had completed (planning, implementation and evaluation) in the past calendar year</p>	<p>Future-oriented Learning Goals are generated from the Member's Self-Assessment. Member may also create their own Learning Goal, if they wish.</p>
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Who

As mentioned previously, all Members (including Inactive Members) of the CRTO are required to maintain their PORTfolio on an ongoing basis. However, Inactive Members are not required to submit their PORTfolio.

Active CRTO Members are required to submit their PORTfolio during their Review Year, and this includes:

- All Active General Members*
- All Active Practical (Limited) Respiratory Therapists (PRT)
- All Graduate Respiratory Therapists (GRT) who have already completed the Launch RT Jurisprudence Assessment

*Please note: Inactive Members will be placed in their respective Review Year once they have been reinstated to an Active certificate of registration.

When

Each CRTO Member is assigned a **Review Year**, which is:

- Initially based on if and when the Member was last selected as part of the previous QAP.
- Once the Member submits their PORTfolio for the first time, they will be reassigned to a new Review Year based on the outcome of their PORTfolio assessment, which will be either:

Five years - if the Member successfully completes their PORTfolio by meeting all of the assessment criteria OR

One year - if the Member does not meet all the assessment criteria and requires further review.

Successful Completion

When a Member submits a PORTfolio, both the Submission Criteria and the PORTfolio Peer Assessor Criteria must be met.

1. Submission Criteria:

In order to successfully submit the PORTfolio, the following criteria must be met:

- minimum of one (1) statement checked in both Part 1 and Part 2 in all 8 GROW domains.
- one (1) Learning Goal has been chosen or created
- minimum of 12 profession related learning log entries are present

2. PORTfolio Assessment Criteria

An RT Peer Assessor will be assigned to evaluate the Member's PORTfolio based on the following criteria:

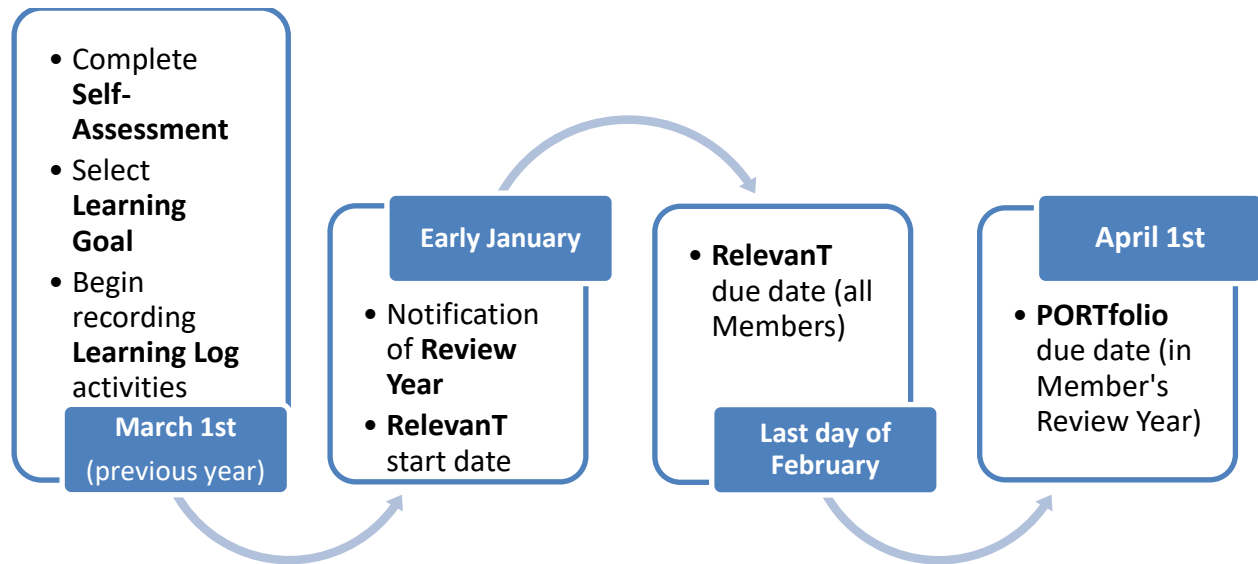
- minimum of one (1) Learning Log activity that supports the Member's selected / created learning goal

If the Member's PORTfolio does not meet the Peer Assessor Criteria, then a coaching session will be arranged by the CRTO so that the Member can meet with the RT Peer Assessor by telephone or via video conference. This coaching session will result in one (1) of the following outcomes:

1. The Member's PORTfolio is able to be revised so that it meets the assessment criteria and the Member will be required to submit their PORTfolio again in **five (5) years**.
2. The Member's PORTfolio is not able to be revised so that it meets the assessment criteria and the Member will be required to submit their PORTfolio again in **one (1) year**.

Please note that the Review Year is the submission year. Therefore, the Self-Assessment, Learning Log and Learning Goal must include all professional **development from March 1st in the year prior to your submission year to the last day of February of your submission year**. (e.g., if the Review Year (submission year) is 2020, then the Member would begin their PORTfolio March 1st, 2019 and include all of their professional development activities up the end of February 2020).

IMPORTANT DATES



DEFERRALS

Deferrals requests will be considered on a case-by-case basis by the QAC for the **Launch RT Jurisprudence Assessment** and **PORTfolio only** (there are no deferrals for the RelevantT eLearning Module). Deferrals will only be granted in extenuating circumstances as per the [QAC Deferral Policy](#). It is important to note that a deferral does not exempt a Member from submitting their PORTfolio but rather provides a time-limited extension. Members requesting a deferral are required to complete the online deferral form found in the [Member Login](#) section of the CRTO website.