



### Portfolio Online for Respiratory Therapists (PORTfolio) Assessment Criteria

The Quality Assurance Committee has approved the Assessment Criteria for assessing a PORTfolio. This criteria is intended to encourage Members to demonstrate that they have obtained new knowledge, skills or abilities that will ultimately have a positive impact on patient care.

STEP and CRITERIA	WEIGHTING			
	HIGH	MODERATE	LOW	NONE
<b>Self-Assessment:</b>				
Is there evidence that the Member has reflected on his/her practice and identified learning needs?			low	
<b>Learning Log:</b>				
Does the Learning Log contain a minimum of 12 day-to-day learning activities annually?	high			
Is the Learning Log relevant to Respiratory Therapy practice, AND does it appear to maintain/enhance knowledge, skills and abilities?	high			

<b>Learning Goals:</b>				
Is the Learning Goal relevant to the Member's scope of practice?		moderate		
Was a reasonable rationale for identifying the Learning Goal given?	high			
Has the member identified how his/her Goal may affect patient care?	high			
Is the Learning Goal SMART (specific, measurable, achievable, relevant and timely)?			low	
Does the Learning Goal appear to enhance/improve the knowledge, skills and abilities of the Member?	high			
<b>Implementation:</b>				
Did the Member fully describe how s/he implemented her/his Plan?		moderate		
<b>Self-Evaluation:</b>				
Did the Member describe the three (3) key learnings from his/her Goal?		moderate		
Did the Member describe how this Learning affected his/her practice?	high			
Did the Member describe how his/her learning will benefit patients/clients?	high			

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Member's PORTfolios, once reviewed, fall into one of 3 categories:

1. If the Member receives a "no" on any of the criteria that are weighted as "high", s/he is referred to College staff for a secondary assessment, and then a Panel of the QA Committee.
  2. If the Member achieves "yes" on all of the criteria, then s/he is commended for a job well done.
  3. If the Member gets "yes" in all the highly weighted criteria, but not in all of the low/moderate criteria, they "carry on". Feedback will need to be provided to help the Member understand the expectations for criteria rated as no/partial/unclear.
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