



CRTO STUDY PLAN Guide

Applicants for registration with the College of Respiratory Therapists of Ontario (CRTO) must meet the registration requirements set out in the CRTO's [Registration Regulation](#) (O.Reg. 596/94, Part VIII). The current criteria for a General Certificate of Registration include, but are not limited to:

- a. graduation from a Respiratory Therapy program approved by the CRTO, and
- b. successful completion of a CRTO-approved examination.

The CRTO currently accepts the [Health Professionals Testing Canada](#) (HPTC) Respiratory Therapist Exam as the approved entry-to-practice examination.

The Registration Regulation [(s. 55 (4.1))] stipulates that if an individual is unsuccessful in three attempts of the HPTC exam, they must submit a Study Plan to the CRTO. **Approval of this Study Plan by the CRTO is required before the applicant is eligible to challenge the exam for a fourth and final time.** Please note that an applicant who fails to complete the examinations on the fourth attempt successfully will not be eligible to challenge the exam again until they have re-enrolled and again completed an approved RT program [(s. 55 (4.2))].

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STEPS IN THE STUDY PLAN PROCESS

STEP 1: ESTABLISH CONTACT WITH THE CRTO

Once the CRTO receives the exam results from HPTC, the CRTO will contact those individuals who have failed the exam three times to inform them of their requirement to complete a Study Plan. However, it is important to note that it is the applicant's responsibility to ensure they submit their Study Plan on time.

Therefore, applicants are encouraged to be proactive and establish contact with the CRTO as soon as they receive their HPTC results.

The [Manager, Quality Practice](#) is there to assist you in creating your Study Plan and understanding the important timelines.

STEP 2: CONFIRM UNDERSTANDING OF TIMELINES

The timelines for completing the Study Plan process are as follows :

1. The CRTO will receive the exam results approximately **six (6) weeks** after the HPTC exam and will then reach out to you to inform you of your Study Plan requirements.
2. Your complete Study Plan must be submitted to the CRTO no later than **six (6) weeks** after receiving the above notification.
3. Once your Study Plan is received, the CRTO will contact you within **three (3) weeks** to confirm one of the following :
 - i. your Study Plan has been approved, **or**
 - ii. you are required to revise and resubmit your Study Plan.

Note: if resubmission is required, you will be given three (3) weeks to resubmit your revised Study Plan.

STEP 3: SELF-ASSESS YOUR AREA(S) OF FOCUS

Using the report provided by HPTC, determine which competency areas you need to focus your studies on. It is essential to reference the [2016 National Competency Framework](#) (2016 NCF – Part 1: Entry-to-Practice) to determine all relevant sub-competencies in each competency area where you need to enhance your knowledge.

STEP 4: CREATE A STUDY PLAN DOCUMENT

Using the template provided in Appendix A, create a plan for each competency area where you must focus your efforts, including all relevant sub-competences as outlined above (please see the example provided in the template). When establishing your Study Plan, be sure to refer to Appendix B: CRTO Study Plan Evaluation Rubric.

STEP 5: COMPLETE AND SUBMIT THE STUDY PLAN

Ensure your Study Plan is submitted on or before the established deadline. Your Study Plan should be sent directly to the [Manager, Quality Practice](#).

RESOURCES

- [2016 National Competency Framework \(Part 1 – Entry to Practice\)](#)
- [Health Professions Testing Canada \(HPTC\)](#)

CONTACT INFORMATION

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Appendix A

CRTO Study Plan Template – 2016 NCF

Please use this template when developing your Study Plan. Once completed, you must submit your Study Plan to the CRTO by emailing it to [Manager, Quality Practice](#).

Please note: Study Plan submissions must be either typed or in clearly legible handwriting. Illegible Study Plans will be returned for resubmission.

Name: _____

CRTO #: _____

Due Date: _____

Steps for Completing the Study Plan [see example and template below]

- Step 1.** Using the exam report provided by HPTC, determine which competency area(s) you need to focus your studies on. **Complete Steps 2 – 4 for each competency area.**

 - Step 2.** Using the [2016 National Competency Framework](#) (2016 NCF – Part 1: Entry-to-Practice) list the sub-competencies that correlate with the broad competency area(s) identified in Step 1.

 - Step 3.** Using the 2016 NCF, choose the knowledge statements that you feel will best help address any knowledge gaps

 - Step 4.** Determine the resources required, as well as the dates to begin and complete your review of each competency area.
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EXAMPLE

Step 1:																		
<p>Using the exam feedback report you received from HPTC, list the broad competency area(s) from the 2016 NCF that have been identified as areas where knowledge gaps exist.</p>	<p>Competency Area: C4 - Manage Airway</p>																	
Step 2:																		
<p>Using the 2016 NCF, list the sub-competencies that correlate with the broad competency area(s) identified in Step 1.</p>	<p>C4.1 Manage artificial airway devices C4.2 Ensure patency of the airway</p>																	
Step 3:																		
<p>Using the 2016 NCF, choose the knowledge statements that you feel will best help address any knowledge gaps.</p>	<p>C4.1 Manage artificial airway devices Knowledge</p> <ul style="list-style-type: none"> • procedures and techniques for inserting artificial airway devices in various clinical situations, including changing the airway • indicators of proper tube placement. • possible complications and corrective actions to take with airway. <p>C4.2 Ensure patency of the airway Knowledge</p> <ul style="list-style-type: none"> • techniques used in selected suction therapy (nasopharyngeal, oropharyngeal, endotracheal). mechanical or pneumatic devices (for example: PEP devices, Cough Assist, Intrapulmonary Percussive Ventilation (IPV)). • the physiological effects of heated or non-heated humidification. 																	
Step 4																		
<p>Determine the resources required, as well as the dates to begin and complete your review of each competency area.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Resources</th> <th style="text-align: left;">Review Start Date</th> <th style="text-align: left;">Review End Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Resources	Review Start Date	Review End Date														
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TEMPLATE *Complete one for each competency area.

Step 1:

Step 1: Using the exam feedback report you received from HPTC, list the broad competency area(s) from the [2016 NCF](#) that have been identified as areas where knowledge gaps exist.

Step 2:

Using the [2016 NCF](#), list the sub-competencies that correlate with the broad competency area(s) identified in Step 1.

Step 3:

Using the [2016 NCF](#), choose the knowledge statements that you feel will best help address any knowledge gaps (see example below).

Step 4

Determine the resources required, as well as the dates to begin and complete your review of each competency area.

Resources	Review Start Date	Review End Date



Appendix B

CRTO Study Guide Evaluation Rubric – 2016 NCF

Candidate's Name: _____ CRTO #: _____

Date Study Plan Received: _____

Date Study Plan Approved/Returned for Resubmission: _____

Requirement	Requirement Met?	Evaluator Comments
The candidate provided a list of competencies indicating areas where knowledge gaps exist.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial/No	
The candidate has listed competencies from the 2016 NCF that align with the competencies listed in Step 1.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial/No	
The candidate has listed the knowledge statements from the 2016 NCF that support their learning of the competencies listed in Step 2.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial/No	
The candidate has provided a plan to complete their learning with timelines for each component.	<input type="checkbox"/> Yes <input type="checkbox"/> Partial/No	

*Note: All steps must be rated as YES for the learning plan to be accepted as complete.

Study Plan: Complete Incomplete (If the study plan is incomplete, please see feedback on the following page).

Evaluator's Name

Evaluator's Signature



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Feedback for Incomplete Study Plans

Final Date for Resubmission of Study Plan: _____