

Fair Registration Practices Report

Respiratory Therapists (2017)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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1. Qualitative Information

a) Requirements for registration, including acceptable alternatives

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

b) Assessment of qualifications

i. Describe any improvements / changes implemented in the last year.

The CRTO's assessment of internationally educated applicants is based on a Council approved policy. The policy outlines the assessment process, including program review, structured interview and a clinical skills assessment. Although, the content, structure and evaluation tools used in the CRTO's assessment process did not change, the Council approved some changes to the policy. These are:

1. Policy name change from *Internationally Educated Respiratory Therapists and Other Health Professionals – Application and Assessment Process* to *Entry-to-Practice Competency Assessment Policy*. This is to clarify that the assessment process is not limited to internationally educated applicants only, but may also apply to graduates of unapproved Canadian RT programs.
1. The Clinical Skills Assessment section was amended to clarify that clinical skills assessments will be conducted by at least two trained assessors at a CRTO approved facility (consistent with current practice).
2. Assessment Fees – a new section was added to list the fees associated with the assessment process. The

new section also addresses the issue of refunds and rescheduling requests. The fee amounts remain the same as in previous years.

In addition to the policy changes listed above, the CRTO introduced an assessment exit survey. Applicants are asked to complete the survey at the end of their clinical skills assessment. The purpose of the exit survey is to obtain feedback from applicants about their experiences with the clinical skills assessment. The survey also provides applicants with an opportunity to make suggestions which help the CRTO to identify opportunities for improvement in the assessment process.

ii. Describe the impact of the improvements / changes on applicants.

The policy changes listed above have no impact on applicants. The content, structure, fees and evaluation tools used in the CRTO's assessment process did not change.

The new exit survey provides applicants with an opportunity to give feedback on their experience with the clinical skills assessment and therefore has the potential for positive impact on the applicants' experience in the process.

iii. Describe the impact of the improvements / changes on your organization.

The policy changes listed above have no significant impact on the CRTO. The main purpose of the policy change was to clarify that the assessment process is not limited to internationally educated applicants only, but may also apply to graduates of unapproved Canadian RT programs. This is consistent with the CRTO's *Approval of Canadian Respiratory Therapy Programs Policy*. The new Assessment Fees section lists the fees that may apply during the assessment process (this is consistent with the CRTO Fee By-law). In addition, the section outlines how refunds and rescheduling requests are processed. The fee amounts remain the same as in previous years.

The new exit survey provides the CRTO with an opportunity to obtain applicants' feedback after the clinical skill assessment stage. This feedback is used to monitor the assessment process and to identify opportunities for improvement.

c) Provision of timely decisions, responses, and reasons

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

d) Fees

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

e) Timelines

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

f) Policies, procedures and/or processes, including by-laws

i. Describe any improvements / changes implemented in the last year.

The CRTO's assessment of internationally educated applicants is based on a Council approved policy. The policy outlines the assessment process, including program review, structured interview and a clinical skills assessment. Although, the content, structure and evaluation tools used in the CRTO's assessment process did not change, the Council approved some changes to the policy. These are:

1. Policy name change from *Internationally Educated Respiratory Therapists and Other Health Professionals – Application and Assessment Process* to *Entry-to-Practice Competency Assessment Policy*. This is to clarify that the assessment process is not limited to internationally educated applicants only, but may also apply to graduates of unapproved Canadian RT programs.
2. The Clinical Skills Assessment section was amended to clarify that clinical skills assessments will be conducted by at least two trained assessors at a CRTO approved facility (consistent with current practice).
3. Assessment Fees – a new section was added to list the fees associated with the assessment process. The new section also addresses the issue of refunds and rescheduling requests. The fee amounts remain the same as in previous years.

New Policy - *Unauthorized Use of Title and Holding out Prior to Registration*. The new policy was drafted to address instances specific to the unauthorized use of title or holding out by individuals who are in the process of applying for registration with the CRTO. For example, when a new graduate erroneously assumes that a completion of an approved RT education program automatically guarantees registration with the CRTO. The policy sets out the criteria to determine whether or not an application for registration will be referred to the Registration Committee when it appears that the applicant has contravened section 9 of the *Respiratory Therapy Act, 1991*

ii. Describe the impact of the improvements / changes on applicants.

Entry-to-Practice Assessment Policy – no significant impact on applicants. The content, structure, fees and evaluation tools used in the CRTO's assessment process did not change. The new Assessment Fees section addresses assessment fee refunds and rescheduling requests. This is to ensure that applicants have a clear

understanding of the CRTO's approach to refunds and rescheduling requests.

Unauthorized Use of Title and Holding out Prior to Registration Policy – provides applicants with information about CRTO's approach to dealing with instances of unauthorized use of title or holding out prior to registration with the CRTO, and how these instances may affect the processing of their applications for registration.

iii. Describe the impact of the improvements / changes on your organization.

Entry-to-Practice Assessment Policy - The policy changes listed above have no significant impact on the CRTO. The main purpose of the policy change was to clarify that the assessment process is not limited to internationally educated applicants only, but may also apply to graduates of unapproved Canadian RT programs. This is consistent with the CRTO's Approval of Canadian Respiratory Therapy Programs Policy and is consistent with previous practice. The new Assessment Fees section lists the fees that may apply during the assessment process (this is consistent with the CRTO Fee By-law). In addition the section outlines how refunds and rescheduling requests are processed. The fee amounts remain the same as in previous year.

Unauthorized Use of Title and Holding out Prior to Registration Policy – provides for greater transparency with regard to information about CRTO's approach when dealing instances of unauthorized use of title or holding out prior to registration with the CRTO.

g) Resources for applicants

i. Describe any improvements / changes implemented in the last year.

Clinical Skills Assessment Guide was updated to reflect the changes made to the Entry-to-Practice Assessment Policy. In addition, the CRTO introduced an assessment exit survey. Applicants are asked to complete the survey at the end of their clinical skills assessment. The purpose of the exit survey is to obtain feedback from applicants about their experiences with the clinical skills assessment. The survey also provides applicants with an opportunity to make suggestions which help the CRTO to identify opportunities for improvement in the assessment process.

ii. Describe the impact of the improvements / changes on applicants.

No significant changes for applicants. Updates to Clinical Skills Assessment Guide and the Exam Study Plan Guide ensure that applicants have access to the most up to date information regarding the assessment process.

The new exit survey provides applicants with an opportunity to give feedback on their experience with the clinical skills assessment and therefore has the potential for positive impact on the applicants' experience in the process.

iii. Describe the impact of the improvements / changes on your organization.

No significant changes for the organization. The updated Clinical Skills Assessment Guide reflects the most current information. The new exit survey provides the CRTO with an opportunity to obtain applicants' feedback after the clinical skill assessment stage. This feedback is used to monitor the assessment process and to identify opportunities for improvement.

h) Review or appeal processes

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

i) Access to applicant records

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

j) Training and resources for registration staff, Council, and committee members

i. Describe any improvements / changes implemented in the last year.

The CRTO ensures that members of the Registration Committee and staff receive training on a regulator and ongoing basis. This, for example, includes an annual orientation and training session provided by the College's legal counsel. The session focuses on decision making, dealing with special considerations, and issues related to human rights and anti-discrimination. In addition, assessors involved in the entry-to-practice assessment process attended a full day training session focused on practical training (e.g., interviewing skills), and consistent, impartial and fair decision making.

ii. Describe the impact of the improvements / changes on applicants.

The training provided to members of the Registration Committee, staff and assessors helps to ensure that those involved in registration decisions and the assessment process have the skills and knowledge necessary for unbiased and objective decision making made.

iii. Describe the impact of the improvements / changes on your organization.

The CRTO takes measures to ensure that those involved in registration decisions and the assessment process have the skills and knowledge necessary for unbiased and objective decision making. These steps include ongoing training for all assessors involved the assessment process, as well as the training provided to members of the Registration Committee and staff.

k) Mutual recognition agreements

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

I) Other (include as many items as applicable)

i. Describe any improvements / changes implemented in the last year.

No changes this year

ii. Describe the impact of the improvements / changes on applicants.

No changes this year

iii. Describe the impact of the improvements / changes on your organization.

No changes this year

Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

No changes this year

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2. Quantitative Information

a) Languages

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	Yes

Other (please specify)

Additional comments:

b) Gender of applicants

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	65
Female	157
None of the above	0

Additional comments:

c) Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	937
Female	2408
None of the above	0

Additional comments:

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
201	14	4	India 2 Iraq 1 Total 3	0	222

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

e) Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
180	9	2	n/a 0 Total 0	0	191

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
3095	177	64	China 1 India 3 Iran 1 Philippines 3 Venezuela 1 Total 9	0	3345

¹ Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

g) Applications processed

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	201	14	4	3	0	222
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	21	5	2	3	0	31
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	1	1	1	0	0	3
Applicants who became FULLY registered members	142	9	2	0	0	153
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	12	0	0	0	0	12
Applicants who were issued an alternative class of licence³	38	0	0	0	0	38

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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¹ An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h) Classes of certificate/license

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General	<p style="text-align: center;">Description (a)</p> <p>A General Certificate of Registration is issued to an individual who has met all academic requirements and has successfully completed the registration examination or evaluation approved by the College. If a Member holds a General Certificate of Registration; he/she must use the designation RRT and may use "Registered Respiratory Therapist" or "Respiratory Therapist" as his/her professional title.</p>
b)	Graduate	<p style="text-align: center;">Description (b)</p> <p>A Graduate Certificate of Registration is issued to an individual who has met all academic requirements but has not yet successfully completed the registration examination approved by the College. If a Member holds a Graduate Certificate of Registration, he / she must use the designation GRT and may use "Graduate Respiratory Therapist" as his/her professional title. The following conditions apply to a Graduate Certificate of Registration:</p> <p style="text-align: center;">The (Graduate) member shall,</p> <ol style="list-style-type: none"> 1. at the first reasonable opportunity, advise every employer of any terms, conditions and limitations that apply to the member's graduate certificate of registration if their employment is in the field of Respiratory Therapy; 2. only perform a controlled act that is authorized to the profession if it is performed under the general

		<p>supervision of a member of a College within the meaning of the Regulated Health Professions Act, 1991 who, the member holding the graduate certificate has reasonable grounds to believe, is authorized to perform the controlled act and is competent to do so and who is available to be personally present at the site where the authorized act is performed on ten minutes notice;</p> <p>3. not delegate a controlled act;</p> <p>4. not perform advanced prescribed procedures below the dermis;</p> <p>5. not perform authorized act #5 “administering a prescribed substance by inhalation”; and</p> <p>6. not perform a tracheostomy tube change for a stoma that is less than 24 hours old.</p> <p>This is a temporary class of registration and is automatically revoked after 18 months.</p>
c)	Limited	<p style="text-align: center;">Description (c)</p> <p>Limited Certificates of Registration were issued to individuals who had not met all requirements for a General Certificate of Registration but provided sufficient evidence to a Panel of the Registration Committee of their competence to practice in a defined area of the scope of practice of the profession. (CRTO stopped issuing Limited Certificates of Registration on February 25, 1999). If a Member holds a Limited Certificate of Registration, he / she must use the designation PRT and may use “Practical Respiratory Therapist” as his/her professional title.</p>
d)	Inactive	<p style="text-align: center;">Description (d)</p> <p>A Member registered with a General or Limited Certificate of Registration may apply for an Inactive Certificate of Registration provided he/she is not practising the profession in the broadest sense of that phrase.</p> <p>The following conditions apply to an Inactive Certificate of Registration:</p> <p>The (Inactive) member shall not,</p> <p>(a) engage in providing direct patient care;</p> <p>(b) use his or her professional title or designation;</p> <p>(c) supervise the practice of the profession; or</p> <p>(d) make any claim or representation to having any competence in the profession.</p>

Additional comments:

i) Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	5	1	3	2	0	11
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	1	0	1
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j) Paid staff

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	9
Staff involved in appeals process	2
Staff involved in registration process	3

Additional comments:

I hereby certify that:

Name of individual with authority to sign on behalf of the organization:

Kevin Taylor

Title:

Registrar

Date:

2018/02/28

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