

COLLEGE OF RESPIRATORY THERAPISTS OF ONTARIO



Professional Development Program

Type: Policy

Origin Date: May 27, 2011

Section: QA

Approved by Council: March 3, 2023¹

Document Number: QA-101

Next Revision Date: March 2028

1.0 POLICY STATEMENT

It is our policy to uphold the College of Respiratory Therapists of Ontario's (Certo's) mandate to act in the public interest by supporting the ongoing professional development of Ontario Respiratory Therapists (RTs). The Certo Professional Development Program (PDP) consists of the following components:

- Launch RT Jurisprudence Assessment;
- Relevant eLearning Module;
- Portfolio Online for Respiratory Therapists (PORTfolio^{OM});
- Specified Continuing Education or Remediation Program (SCERP); and
- Practice Assessment.

A description of each component is listed below.

2.0 PURPOSE

The purpose of this policy is to facilitate Certo Member's successful completion of the components of the Professional Development Program which is designed to:

- promote continuing competence and continuing quality improvement;
- promote interprofessional collaboration; and
- address changes in practice environments, standards of practice, and entry-to-practice competencies, as well as advances in technology.

3.0 APPLICABILITY

This policy applies to all Members of the Certo, which includes Members registered with General, Graduate, Limited, Emergency, or Inactive Certificates of Registration.

¹ Updated May 24, 2024



4.0 RESPONSIBILITIES

CRTO Members

Launch RT Jurisprudence Assessment

All new and reinstated CRTO Members, regardless of route of entry to practice, must complete the Launch RT Jurisprudence Assessment within three (3) months of registration. Launch RT Jurisprudence Assessment is designed to assess Members' knowledge, skill, and judgment and requires a passing mark of 70%. Deferrals for the Launch RT Jurisprudence Assessment will only be granted by the Quality Assurance Committee (QAC) in extenuating circumstances.

In the event of an urgent need to register Members with the CRTO in the Emergency Class, the Launch requirement can be deferred temporarily and the length of the deferral will be determined by the QAC. Consideration will be given as to the nature of the emergency as well as any other relevant factors. More information on the deferral process is available in the Deferral of Professional Development Program Requirements Policy.

Relevant eLearning Module

All CRTO Members (including those with an Inactive Certificate of Registration) must complete the Relevant Learning Module on an annual basis. The module provides information about practice standard changes. It is not a pass/fail module but rather a completion only. Deferrals are not granted for the Relevant eLearning Module.

PORTfolio^{OM}

All CRTO Members must maintain their PORTfolio on an ongoing basis. CRTO Members with General, Limited, Emergency and Graduate Certificates of Registration are required to submit their PORTfolio online, using the PDKeep module, during their predefined Review Year. Review Years are available on a Member's CRTO webpage and are on a five-year cycle. Members registered with Inactive Certificates of Registration are not required to submit their PORTfolio. Deferrals for PORTfolio submissions will only be granted by the QAC in extenuating or emergency circumstances. More information on the deferral process is available in the Deferral of Professional Development Program Requirements Policy.

Specified Continuing Education or Remediation Program (SCERP)

CRTO Members whose knowledge, skill, and judgment have been assessed and found to be unsatisfactory may be directed by the QAC to participate in a Specified Continuing Education or Remediation Program (SCERP). This remediation process is intended to be an educational opportunity for Members to improve their knowledge, skills, and judgment.



The form and nature of the SCERP will depend on the Member's identified learning needs and challenges and may take the form of:

- A customized educational tool that is implemented utilizing a mentor;
- An existing course or educational program; or
- Another educational tool that is appropriate for the Member's learning.

There are three (3) circumstances where a Member may be required to undergo a SCERP:

1. If a Member receives a score below 70% on two consecutive attempts at the Launch RT Jurisprudence Assessment; and/or
2. If a Member submits two consecutive PORTfolios that are determined to not meet the requisite criteria for successful completion; and/or
3. If a Member has completed a practice assessment and found to have unsatisfactory knowledge, skill, and judgment.

In these instances, the Member will be referred to a panel of the QAC.

Practice Assessment

The *Regulated Health Professions Act, 1991* (RHPA) requires that all health regulatory Colleges have a Quality Assurance Program that consists of self, peer, and practice assessments. A CRTO Member may be selected by the QAC to undergo peer and practice assessments to determine whether the Member's knowledge, skill and judgment are satisfactory. A Practice Assessment may also be required for reasons including but not limited to criteria specified by the Committee. One such criteria specified by the QAC is that new CRTO Members who have not graduated from an [approved Canadian program](#) shall be required to complete a Practice Assessment as outlined in the CRTO's [Entry-to-Practice Competency Assessment Policy](#).

More information on the deferral process is available in the Deferral of Professional Development Program Requirements Policy.

5.0 AUTHORITY & MONITORING

This policy is in alignment with section 80 of the *Health Professions Procedural Code* (the *Code*) being Schedule 2 to the RHPA, and *Ontario Regulation O.Reg 596/94 General (Part VI - Quality Assurance)*.

6.0 CONSEQUENCES FOR NON-COMPLIANCE

The CRTO establishes timelines for completion of all PDP components, criteria for successful completion and monitors participation of CRTO Members in the PDP on an ongoing basis. If a CRTO Member does not complete their PDP requirements by the established deadline, they will be sent a reminder notice. If they do not complete their obligation within 15 days of the sent date of the reminder notice, they will be charged a penalty fee of \$25 as outlined in the



CRTO By-law 3 and the Schedule of Fees. If the Member does not submit the required PDP evaluation despite repeated notification (See Summary of Non-Compliance and Late Submission of PDP Requirements in Appendix A), a panel of the QA Committee may do any one or more of the following:

- require the Member to undergo a peer and practice assessment; and/or
- disclose the name of the Member and allegations against the Member to the Inquiries, Complaints and Reports Committee (ICRC) if the QAC is of the opinion that the Member may have committed an act of professional misconduct or may be incompetent or incapacitated.

7.0 RELATED DOCUMENTS

- [Deferral of Professional Development Program Requirements Policy](#)
- [Professional Development Program Peer Assessors and Mentors Fact Sheet](#)
- [Section 80 of the Health Professions Procedural Code \(the Code\) being Schedule 2 to the Regulated Health Professions Act, 1991 \(RHPA\)](#)
- [Ontario Regulation O.Reg 596/94 General \(Part VI - Quality Assurance\)](#)
- [CRTO By-Laws \(By-Law 3: Membership\) s.4.13](#)

8.0 APPENDICES

- Appendix A - Summary of Non-Compliance & Late Submission of PDP Requirements

9.0 CONTACT INFORMATION

College of Respiratory Therapists of Ontario
www.crto.on.ca

Telephone: 416-591-7800

Toll-Free (in Ontario): 1-800-261-0528

Fax: 416-591-7890

General Email: questions@crto.on.ca



APPENDIX A - Summary of Non-Compliance & Late Submission of PDP Requirements

