



# CRTO Entry-to-Practice Assessment Procedure<sup>1</sup>

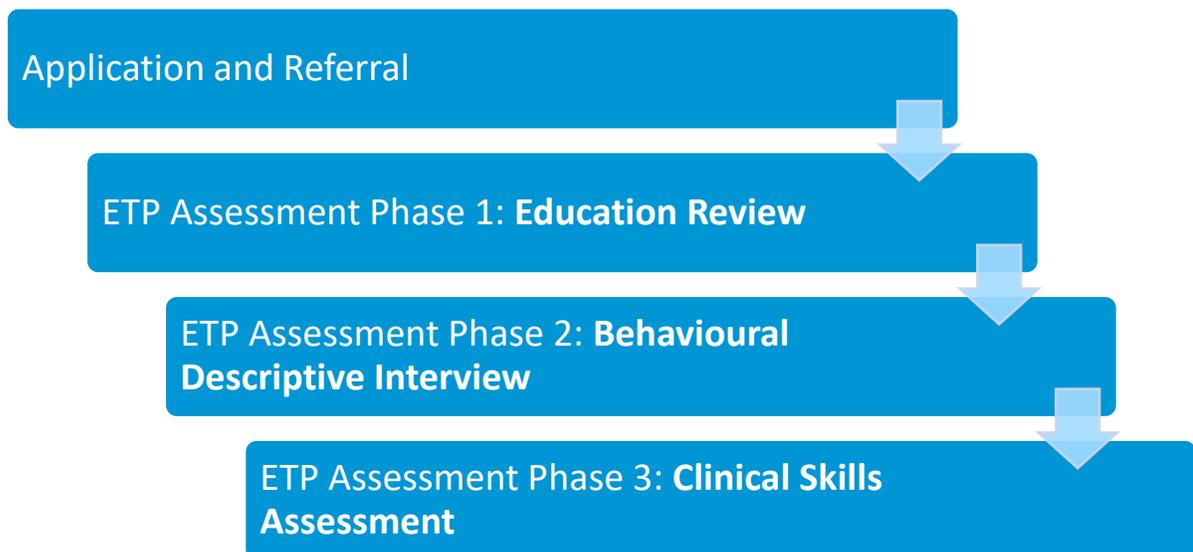
## Background

The CRTO's Entry-to-Practice Assessment process provides a pathway to registration for candidates who have not graduated from an approved Respiratory Therapy program. The Assessment offers candidates an opportunity to demonstrate that they possess the requisite entry-to-practice (ETP) competencies to provide safe, effective, and ethical patient care. These ETP competencies are listed in the [National Competency Framework \(NCF\) Part I – ETP](#).

The ETP Assessment process consists of three phases, which are outlined below.

The CRTO is pleased to offer its ETP Assessment to all member organizations of the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). This document aims to outline the assessment process and clarify the roles and responsibilities of the CRTO, the referring regulatory body, and the candidate at each stage. Additional information can be found on the CRTO website ([Applicants webpages](#)).

## Steps in the ETP Assessment Process



<sup>1</sup> This document was developed for RT regulatory bodies referring their applicants for registration to undergo the CRTO ETP Assessment.



### Application and Referral - Before the Assessment Starts

1. A graduate of an unapproved program applies to their respective regulatory body.
2. Following a review of their application, the regulatory staff or a screening committee decides to refer the individual to the CRTO's ETP Assessment.

**Note:** it is expected that the referring regulatory body will ensure that the candidate has met the language proficiency requirements before referring them to the CRTO assessment.

3. The regulatory body notifies the CRTO accordingly.
4. The relevant application information received by the regulatory body is sent to the CRTO. This should include, at a minimum, the candidate's name, mailing address, email and education information (e.g., WES evaluation).

**Note:** in the Application and Assessment Guide, you will find an Application Checklist that outlines the information the CRTO requires to begin the assessment process. We ask that the referring regulator provide the CRTO with all the documents they have received from the candidate that pertain to their education and experience. The CRTO will contact the candidate directly for any missing documentation, as required, and to request that they complete the [Education Program Review Worksheet](#).

5. The CRTO contacts the candidate to explain the process and provide them with a link to the Application and Assessment Guide.
6. To proceed with the assessment, the candidate is required to pay the CRTO a \$500 assessment fee for the Educational Review and the Behavioural Descriptive Interview. They must also complete the Education Program Review Worksheet and submit the supporting documentation.

### ETP Assessment Phase 1: Educational Review

The purpose of this stage in the assessment process is to determine if the candidate's education is substantially similar to an accredited Canadian RT program.

1. The CRTO will conduct a detailed review of the education program based on the Education Program Review Worksheet and the supporting documentation.

### ETP Assessment Phase 2: Behavioural Descriptive Interview (BDI)

The structured interview is used to compare applicants' knowledge, skills, and experience, acquired through both education and employment, against the competencies listed in the NCF. Interviews are administered by two trained RT Assessors and are conducted via videoconference.

1. Once the Education Review is completed, the candidate will attend the BDI.
2. After the BDI, an Interim Report of gaps identified in the Educational Review & the BDI is sent from the CRTO to the referring regulatory body, who will then follow up with the candidate.



3. The referring regulatory body will schedule a meeting with the candidate to discuss the results and determine if they wish to continue to the third and final phase of the assessment. The purpose of this meeting is to provide the candidate with a clear understanding of the likelihood of being successful during the Clinical Skills Assessment (CSA). Upon request, CRTO staff will assist the referring regulatory body with the post-BDI meeting with the candidate.
4. Based on the Interim Report and the meeting with the regulator, the candidate will need to decide to either exit the assessment process or elect to continue to the CSA. To proceed, the candidate is required to pay the CRTO a \$5000 CSA assessment fee.

### ETP Assessment Phase 3: Clinical Skills Assessment (CSA)

At this stage in the assessment process, candidates are asked to demonstrate their clinical skills in a simulated environment at a simulation centre in Toronto. The CSA is conducted on a single day and consists of a series of clinical scenarios, each designed to measure whether applicants can demonstrate specific clinical competencies at an ETP level. The CSA consists of four parts:

- I. [Process Orientation](#)
  - II. [Clinical Orientation](#)
  - III. [Clinical Skills Stations](#)
  - IV. [Integrated Clinical Scenarios](#)
1. Once the \$5000 CSA assessment fee is processed, CRTO staff will contact the simulation centre to book a date for the assessment.
  2. Approx. 1 - 2 weeks prior to the scheduled CSA, CRTO staff will meet with the candidate via videoconference to complete a Process Orientation. The orientation is intended to provide the candidate with an overview of the CSA (i.e., schedule for the day, roles of the Assessors, important things to remember, etc.).
  3. On the day of the CSA, the candidate is provided with a Clinical Orientation designed to familiarize them with the simulation space and equipment.
  4. The candidate is required to complete several Clinical Skills Stations and Integrated Clinical Scenarios. A complete outline of the CSA can be found in the CRTO's [Clinical Skills Assessment Applicant Guide](#).
  5. After the CSA is completed, a Final Report that summarizes the CSA results will be sent from the CRTO to the referring regulatory body. Upon request, CRTO staff will meet with the referring regulatory body to discuss the Final Report.

### After the Assessment

The referring regulatory body makes a registration decision considering the complete candidate file, including the assessment reports and any other information relevant to their organization-specific registration requirements (e.g., currency, suitability to practice, work eligibility etc.).