

## CAHPPEI Continuing Education and Competency Program

### Self-Assessment Tool and Record of Professional Development and Learning Activities

---

RRT

College of Allied Health Professionals of Prince Edward Island  
[www.cahppei.ca](http://www.cahppei.ca)

The CAHPPEI gratefully acknowledges the College of Licensed Practical Nurses of NS and the College of Licensed Practical Nurses of PEI for permission to reproduce/amend their Continuing Competency Support documents for use in Prince Edward Island

## CAHPPEI Continuing Education and Competency Program

### Self-Assessment Tool and Record of Professional Development and Learning Activities

#### About the Continuing Education and Competency Program (CEC)

The CEC program is required for each health professions that have been regulated under the Regulated Health Professions Act (RHPA). Registrants of CAHPPEI have to declare their participation in the CEC annually as a requirement of registration renewal. Participation includes a self-assessment of one's competency, developing and implementing a professional learning plan, and reflectively evaluating the learning plan upon completion. Every year a percentage of the College registrants in Prince Edward Island will be randomly selected to participate in the CEC Audit process. Those selected in the audit are required to submit their annual learning plan (from the previous year) to the College to have it evaluated for completeness.

#### About the Self-Assessment Component of CEC

The goal of the annual self-assessment is to encourage you to think about, or reflect, on your practice in the context of the [Standards of Practice](#) and [Code of Ethics](#). There are no wrong or right answers, but your answers do mean something. For instance, if you self-select a low score to one of the indicators, consider building your learning plan so you can increase your score over time. You are encouraged to complete a self-assessment annually – generally just before you renew your registration – as part of the CEC for the following year. This tool can be used for 5-years' worth of self-assessments so you can look back over the years to monitor your own progress. **NOTE:** Keep your self-assessment tool in your personal files at home. You **ARE NOT** required to send it to the College as part of the CEC Audit Process.

#### Instructions for Completing the Self-Assessment Tool

The self-assessment tool is structured around each individual professions Standards of Practice and the Colleges Code of Ethics documents. Read each indicator and rate your individual competency by identifying indicators that require improvement:

A rating of 1-2 suggests an area for improvement

A rating of 3-4 suggests an area of strength

#### Record of Professional Development and Learning Activities

At the back of this document, you will find several pages where you can keep track of your Professional Development and Learning Activities. It is important to remember not all learning activities are formal and professional activities while others are informal learning activities (e.g., committee or Council member work).

**STANDARD: Specialized Body of Knowledge**

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists possess a specialized body of knowledge and base the performance of their duties on respiratory therapy theory and practice.					
B	Respiratory therapists are essential members of the healthcare team and assume a variety of roles in different areas of practice, such as clinical, education, health promotion, management, research, administration and consulting.					
C	Respiratory therapists practice independently, interdependently and collaboratively and may practice within legislated professional regulations.					

Areas for professional development in this standard:

## STANDARD: Safe Practice & Application of Knowledge & Technology

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists safely and effectively apply their skills, knowledge and judgement based on the needs of their patients.					
B	Respiratory therapists are committed to quality outcomes and intervene so as to contribute to the best possible outcomes for their patients.					
C	Respiratory therapists who are involved with technical procedures must do so in accordance with any regional, provincial or manufacturer standards or recommendations. These procedures must incorporate best practice standards and should be research based.					
D	Respiratory therapists, in consultation with peers, relevant others, equipment manuals and CSA guidelines shall select, operate and maintain equipment to provide safe, effective care.					
E	Respiratory therapists ensure that all equipment is appropriately cleaned, disinfected or sterilized and is properly maintained and calibrated by trained personnel.					
F	Respiratory therapists will notify and discuss with the physician if he or she feels the ordered therapy/diagnostic procedure is inappropriate for the patient's condition. The respiratory therapist may refuse to perform such therapy/diagnostic procedure if they feel that it is detrimental to the patient. Such refusal must be made clear to the physician and be documented.					

Areas for professional development in this standard:

**STANDARD: Communication & Collaboration**

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists shall understand the objective of the ordered therapy/diagnostic procedure and will clarify with the physician if necessary.					
B	Respiratory therapists will inform the patient of the therapy/diagnostic procedure that will be performed, respecting the personal and legal rights of the patient including the right to informed consent and refusal of treatment					
C	Respiratory therapists will maintain effective communication with members of the healthcare team regarding the patient's status and progress.					
D	Respiratory therapists will institute immediate supportive measures and notify relevant members of the healthcare team in the event of deterioration of the patient's condition.					
E	Respiratory therapists will document all information relevant to the provision of care as per organizational policies and procedures					

Areas for professional development in this standard:

**STANDARD: Assessment**

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists will determine the initial clinical status of the patient and ensure the ordered therapy/diagnostic procedure is consistent and correct for the patient's condition.					
B	Respiratory therapists will collect data from the patient, the patient's family, member of the healthcare team, health records and reference material to identify the patient's level of function as well as relevant risks affecting and factors contributing to the patient's health.					

Areas for professional development in this standard:

**STANDARD: Planning**

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists will develop and implement the plan of care in collaboration with members of the healthcare team.					
B	Respiratory therapists use evidence-based knowledge in selecting strategies and interventions.					
C	Respiratory therapists select strategies and interventions according to their effectiveness, efficiency and suitability in relation to the goals of the plan and ensure that the goals of the plan are appropriate for each patient.					
D	Respiratory therapists will maintain, modify or discontinue the plan in consultation with members of the healthcare team.					

Areas for professional development in this standard:

**STANDARD: Evaluation**

RRT's	Indicators	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respiratory therapists will evaluate the effectiveness of strategies and interventions by comparing actual outcomes to anticipated outcomes.					
B	Respiratory therapists will use the results of the evaluation to improve policies and procedures in respiratory therapy practice related to patient care					
C	Respiratory therapists will evaluate his/her performance of individual procedures and overall practice.					

Areas for professional development in this standard:



**STANDARD: Professional Accountability & Responsibility**

A	Respiratory therapists are accountable for meeting the ethical and legal requirements of the profession of respiratory therapy					
B	Respiratory therapists shall follow sound scientific procedures and promote ethical behavior in practice and in research.					
C	Respiratory therapists shall demonstrate behavior that reflects integrity and compassion, support objectivity and fosters trust in the profession and its professionals.					
D	Respiratory therapists shall report unsafe practice or professional misconduct of a peer or other healthcare worker to appropriate authorities.					
E	Respiratory therapists will provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.					
F	Respiratory therapists shall refrain from indiscriminate and unnecessary use of resources, both economic and natural, in their practice of the profession					
G	Respiratory therapists promote disease prevention and wellness.					
H	Respiratory therapists promote the growth of the profession and present a positive image of respiratory therapy to the community.					

Areas for professional development in this standard:

**STANDARD: Continuing Education & Competency**

A	Respiratory therapists are committed to life-long learning to upgrade their knowledge and skills in order to keep their practice current.					
B	Respiratory therapists shall assume responsibility for maintaining competency in their practice of respiratory therapy and shall seek opportunities for professional growth.					
C	Respiratory therapists shall acknowledge limitations in their knowledge, skills or judgement and will function within those limitations.					
D	Respiratory therapists strive for excellence in the profession by participating in, and promoting the use of self-assessment tools as well as obtaining feedback from appropriate others in order to determine and improve their knowledge, skills and judgement					

Areas for professional development in this standard:

## Ethical Obligations

Registrants of the CAHPPEI demonstrate an application of their ethical obligations through their professional and personal conduct

	<b>Indicators</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
	<b>Registrants understand their obligation to patients, public, profession, regulator, and to oneself</b>					
A	Placing their patients interests above their personal interests.					
B	Carrying out their professional duties competently and with integrity.					
C	...patients' right to freedom of choice in health care providers,... free and enlightened consent in accordance with existing legislation.					
D	..respectful, accessible, and cooperative interactions with the public and patients, other healthcare providers and students.					
E	Facilitate awareness and understanding of allied health professions.					
F	Contribute to the profession's development through collaboration, mentorship, self-development and support of its institutions.					
G	Striving for excellence in their professional practice and personal conduct through life-long learning.					
H	Recognizing, disclosing, and resolving conflicts of interest to safeguard patient care.					
I	... respect and comply with provincial Acts and Regulations as well as the Code of Ethics, Standards, Bylaws as approved by their regulatory body.					
J	.. maintain harmonious relations with the regulatory body and promptly reply to all correspondence from the regulatory body.					
K	... responsible for their professional and personal conduct.					
L	Practice within their scope of professional competency and professional and personal limitations.					
M	...improve their knowledge, skills, judgment, and behavior to ensure the best possible patient care.					
N	...identifying and mitigating any limitations that may prevent them from meeting the responsibilities of the professional role such that they may practice safely, competently and without impairment.					

Areas for professional development in this obligation:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Confidentiality/Privacy/conflict of interest and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Respect and protect patient confidentiality and privacy by understanding and complying with applicable privacy legislation and workplace policies regarding the collection, use and disclosure of confidential information.					
B	Recognize, disclose and act appropriately to resolve conflicts of interest that arise in the course of professional activities.					
C	Maintain the integrity of personal health information, maintain transparency, and deliver unbiased patient-centered care.					
E	Never use confidential information to the detriment of a patient or to benefit themselves or another person.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Diversity, respect, dignity, and consent and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Value, respect and protect the rights, welfare, and dignity of all patients by providing quality care and service with respect for human rights regardless of, but not limited to age, colour, creed, disability, ethnic or national origin, family status, gender expression, gender identity, marital status, political belief, race, religion, sex, sexual orientation, or source of income at all times.					
B	Obtain free and informed consent from patients before undertaking any action in accordance with relevant legislation and workplace policies, recognizing that consent can be withdrawn at any time.					
C	Maintain appropriate professional boundaries with patients, colleagues and other healthcare providers while delivering quality care.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding Safety and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Practice according to established protocols, safety guidelines, relevant current provincial and federal legislation, workplace policies and procedures and environmental considerations. They do so to protect patients, colleagues, healthcare providers, society, the environment and themselves from any potential harm while acting in the best interest of the patient.					
B	Promote a culture of safety with colleagues within the laboratory and other healthcare team members.					
C	Utilize professional and workplace procedures to intervene if they witness unsafe, incompetent or unethical practices.					
D	Assume responsibility for errors one has committed or observed and take immediate action to prevent or minimize associated harm.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding accountability and responsibility and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Exercise independent judgment, accept responsibility for their actions and the foreseeable consequences of their actions as well as recognize their accountability for the service they provide.					
B	Practice within the scope of their professional competency, recognize the competency of others and seek their assistance as required.					
C	Take appropriate action in responding to situations that may jeopardize patient care or harm the profession, including reporting impaired, incompetent and/or unethical colleagues.					
D	Actively consider the impact of their actions on the patient, society, and the environment.					

Areas for professional development in this ethical principle:

## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding professionalism, behaviours, attitudes, professional development and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Strive for excellence in their professional practice and in their professional and personal conduct to uphold the integrity of the profession and the public trust.					
B	Communicate effectively with patients, the public, colleagues and other healthcare providers contributing to a healthy and positive work environment.					
C	Maintain and enhance professional practice and augment their knowledge, skills, judgment and behavior through self-reflection and self-directed professional development and by demonstrating continued competency.					
D	Demonstrate collegiality.					
E	Promote learning by facilitating the sharing of knowledge, skills, and judgment with colleagues, students, other healthcare professionals and the public. Encourage the trust and confidence of the public through the maintenance of high standards of professional competency, conduct and deportment.					

Areas for professional development in this ethical principle:



## Ethical Principles

Registrants of the CAHPPEI demonstrate the following ethical principles.

	<b>Indicators</b> <b>Registrants understand their ethical principles regarding collaboration and shall:</b>	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]	Year 20__ Rating [1-4]
A	Display integrity and respect in all interactions and collaboration with healthcare providers and others involved in patient care.					
B	Contribute to ongoing quality improvement in healthcare provision.					

Areas for professional development in this ethical principle:

References:

- Regulated Health Professions Act and Regulations - <https://www.princeedwardisland.ca/en/legislation/all/all/r>