



Mission Statement

Public Confidence in receiving safe, competent, and ethical diagnostic and therapeutic care from regulated professionals.

Continuing Competence Program Manual

September 1, 2023 – August 31, 2024



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Continuing Competence Program

Registrants of the Alberta College of Medical Diagnostic and Therapeutic Technologists (the College) demonstrates professional competence by completing the requirements of the Continuing Competence Program (CCP).

The Continuing Competence Program Manual provides guidance based on the College's *Standards of Practice 6.0 – Continuing Competence Program*.

Background

The Alberta College of Medical Diagnostic and Therapeutic Technologists (the College) is mandated by the *Health Professions Act* (HPA) to regulate its registrants in a manner that protects and serves the public interest. The HPA part 3, section 50, identifies the legislative requirement that regulatory colleges create Standards of Practice for the Continuing Competence Program (CCP) so that the public is assured of receiving safe, competent, and ethical diagnostic and therapeutic care by its registrants.

Confidentiality

Information related to the CCP is confidential and protected from anyone not directly involved in monitoring the CCP.

Participation

Participation in the Continuing Competence Program is mandatory and directly affects each registrant's Annual Renewal of their Practice Permit. Failure to complete the CCP will result in an automatic referral to the Registrar. The Registrar may refer the registrant for further action to the Competence Committee or the Complaints Director. As per s.40.1(1) of the HPA, they may impose conditions on a registrant's practice permit, including, but not limited to, conditions that:

- (a) the registrant practices under supervision
- (b) the registrant's practice be limited to specified professional services or to specified areas of the practice,
- (c) the registrant refrains from performing specified restricted activities
- (d) the registrant refrains from engaging in sole practice,
- (e) the registrant submits to additional practice visits or other assessments,
- (f) the registrant reports to the registrar on specified matters on specified dates
- (g) the practice permit is valid only for specified purpose and time,
- (h) the registrant be prohibited from supervising students, other registrants, or other health professionals, and
- (i) the registrant completes the continuing competence requirements within a specified time.

Program Timeline

Each year the registrant holds general registration, they will need to show evidence of, or attest to, participation in the CCP. The CCP cycle begins on September 1 and continues to August 31 of the following year. This means that **all entries must be completed on the [My CCP](#) platform by August 31**, and the registrant begins a new set of program documentation on September 1.

Document Retention

As per Standard of Practice 6.0, the registrant must retain their documents for a minimum of five years as the Competence Committee may request them.

Exemptions & Extensions

A registrant who is unable to complete their reflective practice review annually by August 31 or has been selected to undergo an audit and is unable to complete the assessment by the required date due to extenuating circumstances may make a request in writing to the Competence Committee for an extension or an exemption.

Logging into My CCP

Registrants must record their CCP activities through the **My CCP** online platform.

[Log in to My CCP \(https://www2.skilsure.net/skilsure_acmdtt/\)](https://www2.skilsure.net/skilsure_acmdtt/).

Log in assistance is available by contacting the College at info@acmdtt.com, 780.487.6130 or 1.800.282.2165.

Required CCP Hours

General Registrants

Those registrants with general registration for an entire CCP cycle (September to August) are required to complete a minimum of 24 hours of learning.

General Registrants for Less than 12 Months

Registrants who have not held general registration for an entire CCP cycle (September to August) are required to complete their learning for only those months, or part thereof, in which they held general registration. For a breakdown of required hours, please see the Minimum Required CCP Learning Hours table (below).

Minimum Required CCP Learning Hours

First month of registration	Months with general registration	Total required hours
September	12	24
October	11	22
November	10	20
December	9	18
January	8	16
February	7	14
March	6	12
April	5	10
May	4	8
June	3	6
July	2	4
August	1	2

Registrants with Temporary Practice Permits

Registrants practicing with a Temporary Practice Permit (TPP) are not required to participate in the CCP. However, they are highly encouraged to take part in reflective learning during this time to keep current.

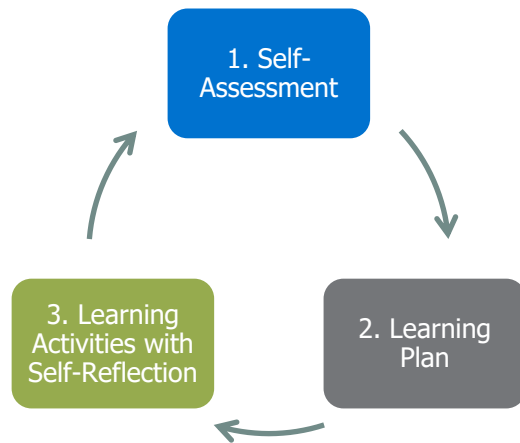
Reflective Practice Review

A Reflective Practice Review helps the registrant record their learning activities during the CCP cycle (September to August) and self-reflect on the impact to their professional development.

For each CCP cycle, the following documentation is combined into the registrant's reflective practice review:

- **1. Self-Assessment**
- **2. Learning Plan**
- **3. Learning Activities with Self-Reflection**
 - Single Records of CCP Activity
 - Multisource Learning Records
 - Multi-Session Learning Event Records
- Summary of Activities

Completing the CCP Cycle



[My CCP](https://www2.skilsure.net/skilsure_acmdtt/) (https://www2.skilsure.net/skilsure_acmdtt/) is the online Continuing Competence Program (CCP) portal for College registrants.

The following information references specific sections in My CCP and how to use them.

Practice Profile

- Enables the registrant to track changes to their practice profile from one CCP cycle to the next.
- Provides useful context to the Competence Committee to understand the registrant-submitted reflective practice review records during the CCP Audit.

1. Self-Assessment

The Self-Assessment asks the registrant to reflect on their practice strengths and to identify potential areas for new or continued learning. In responding to the Standard of Practice Indicators, the registrant will select the rating statement which most accurately describes their current abilities and circumstances.

Completing the Self-Assessment

This section in My CCP asks the registrant to evaluate:

- If they perform or support others in the performance of the applicable Standard indicator.
- If they do not perform or support others in the performance of the applicable Standard indicator.
- If they would like to enhance their knowledge of this indicator. The registrant **must identify at least two indicators from at least two different Standard Areas for which they would like to gain knowledge**. These indicators are auto-populated into their Personal Learning Plan section.

As the registrant completes their Self-Assessment, they must identify two areas for potential learning.

2. Learning Plan

From the Self-Assessment, the registrant's learning objectives are used in the development and implementation of a Learning Plan. These objectives are meant to guide the registrant's learning activities.

Completing the Learning Plan

The registrant must identify a minimum of two learning objectives on their Learning Plan. At least one of the identified learning objectives must match one of their learning activities.

All three fields of the learning objective must be completed: Learning Objective, Standard Indicator, and Possible Learning Activities/Resources.

3. Learning Activities

All profession-related learning may be used towards a registrant's CCP requirements.

Examples of learning activities include, but are not limited to:

- Attendance at educational events
 - conferences/workshops
 - rounds
- Courses (online or in-person)
- Sharing knowledge
 - preparation of a presentation/workshop
- Research participation
- Self-directed activities
 - reading/reviewing journal articles/videos
- Volunteering
 - professional and/or workplace committees
- Precepting students
- CPR recertification

Note: Established College guidelines are followed to determine the suitability and/or time limit of some activities as being satisfactory learning counted towards the registrant's CCP. See Appendix A.

Activity Sponsor/Speaker

An activity sponsor/speaker is the author, presenter, or the organization that sponsored the learning activity.

Examples of an Activity Sponsor/Speaker include:

- an educational institution
- a product vendor
- a regulatory body (i.e., ACMDTT) or professional association (i.e., CAMRT or CAET)
- a journal
- the registrant's employer

Overview of Activity Content

The registrant must describe in this section in one to two (1-2) sentences an outline of the learning activity, such as a description of a course or presentation, a summary of a book or website, and the purpose of a conference.

Self-Reflection

A self-reflection is a **personal evaluation** of how a learning activity has impacted some aspect of the registrant's work duties, interactions with patients and colleagues, or other areas of professional service.

Give examples of how what you've learned has affected your practice. Use key phrases such as, "I have used this information to..", "I am now able to implement best practice because.." or "This helped me recognize...".

The table below shows some examples of acceptable and unacceptable self-reflections.

Learning Activity	Unacceptable Reflections	Acceptable Reflections
Regulation Education Module	Good to know. Helps me meet my CCP hours.	I am now able to fully understand my responsibilities as a regulated

Learning Activity	Unacceptable Reflections	Acceptable Reflections
	I was forced to do this by the Hearing Tribunal.	professional, which will enhance my professionalism and patient care.
CPR Recertification	Job requirement My boss makes me do it.	Now that I have recertified my CPR, I am better able to handle or assist in an emergency situation should the need arise. I am now more equipped with how to take action should a patient require lifesaving intervention. Despite the hospital having a “code team”, there are still things that should be done immediately while waiting for the code team to arrive and take over. I feel more confident that I can intervene to assist a patient if this becomes necessary.
Applications Training	Learned how to operate new camera system; learned new software.	I learned how to operate the new vendor camera system so that I can perform the imaging required of me when I work at the hospital site where I am employed.
Course on Cultural Competence	I don’t deal with patients, so this has no bearing on my practice.	Although I do not deal with patients directly, the skills and tools I have gained through this training will help me as a manager as I manage technologists from many different cultures/backgrounds. It will assist me in understanding cultural trends in communication that will allow me to have more effective conversations with my employees.

Total Hours

The registrant must record the actual amount of time, in hours, or parts thereof, that the registrant participated in the learning activity. Some examples are:

- If the registrant attended a presentation lasting one hour, record one hour.
- If the registrant attended a meeting for two hours, record two hours.
- If the registrant reads an article for one hour, record one hour.
- If the registrant prepares and delivers a presentation, record the total hours of preparation and record the time of presentation only once.

Records of Learning Activities

The registrant must indicate whether the learning activity met one of the objectives that was detailed in their Personal Learning Plan.

What type of form do I use?

There are three types of forms in which you can record your learning activities:

- **Single Learning Record:** This form allows you to record a single, isolated learning opportunity.

- **Multisource Learning Record:** This form allows you to enter information from many different resources on the same topic.
- **Multi-Session Learning Event Record:** This form allows you to input learning from an event that has multiple speakers and/or topics, i.e. conferences, Regulatory Education Symposium.

Single Learning Record

When the registrant participates in a single, isolated learning activity, they should use the Single Learning Record to track and summarize the learning activity. It requires:

- Title of the activity (title of article read, webinar, etc.)
- Date the activity started and ended (for some activities, these dates will be the same)
- Activity sponsor/speaker (name(s) of the author/presenter or the organization that sponsored the learning activity)
- Type of activity
- Overview of activity content
- Self-reflection (explain how the learning impacted your practice)
- Number of hours taken to complete the activity (record the actual time spent on the activity)

OPTIONAL: You may upload evidence of your learning activities such as certificates of attendance, course marks, website links, PowerPoint presentations, etc., if available.

Completing the Single Learning Record

A separate Single Learning Record form is required for each activity or session the registrant is including in their reflective practice review except those activities that are undertaken in a multisource or multi-session learning event (see below).

Itemize the main goals or objectives of the learning activity. If the registrant is having difficulty summarizing the information, they may gather information as identified by the following examples:

- A presenter may initially describe what topics will be reviewed in the presentation.
- A journal article may identify the main points of discussion in the abstract.
- Seminar information might list key learning outcomes.

Include references if the learning activity was to review a written article. Cite the journal title, volume, and date of issue to assist in locating the same information if required later.

Multisource Learning Record

This form has been created in recognition that sometimes it is necessary to pull information from many different resources on the same topic. This form will make the process easier for keeping track of these learning activities.

This record allows the registrant to include all learning activities that relate to a same topic. It requires:

- A detailed list of the resources involved in their learning activity.
- A complete meaningful self-reflection on the information collated from the learning sessions.
- Indicate if this learning activity has met one of the objectives listed in their personal learning plan.

There is no need to complete a separate Single Learning Record if the Multisource Learning record is used.

Completing the Multisource Learning Record

It is important to provide the topic being researched in as much detail as possible. Follow this with a list of resources utilized, detailing the date accessed and the time spent learning from that resource.

Multi-Session Learning Event Record

This form is used to document the learning of that the registrant when they attended an event that had multiple speakers and/or topics. These events may include, but are not limited to, conferences, workshops, employer annual education sessions and Regulatory Education Symposiums. This form will reduce the amount of documentation the registrant is required to keep in their reflective practice review.

Completing the Multi-Session Learning Event Record

- Event name
- Date the activity started and ended (for some activities, these dates will be the same)
- Event sponsor (the organization that arranged the event)
- Self-reflection (explain how the learning from one session impacted your practice)
 - Compose a meaningful self-reflection on ONLY ONE aspect or session of the multi-session learning activity to explain how what they learned has or will affect their professional practice.
- Session names and descriptions
- Number of hours per session/topic (record the actual time spent on each session/topic)
- Total number of CCP hours

There is no need to complete a separate Single Learning Record if the Multisession Learning Record is used.

Summary of Activities

The Summary of Activities section is auto-populated with the learning activities that the registrant has entered as completed in the current CCP cycle. It also calculates the total number of learning hours.

Review and Audit

It is mandatory that registrants selected for the CCP Audit must participate.

Audit Process

Annually, in the first business week in July, registrants are randomly chosen for the CCP Audit and notified. The Competence Committee or Registrar may also select registrants:

1. who demonstrated an unsatisfactory reflective practice review through the previous year's CCP Audit,
2. who demonstrated an unwillingness to successfully complete the CCP or CCP Audit.
3. who declared or demonstrated non-compliance with the CCP or CCP Audit.

The Audit takes place in October.

- a) Up to 20% of the registrants are audited annually.
- b) All registrants holding general registration are eligible.
- c) Selected registrants are audited for the most recently completed CCP cycle. The Competence Committee and Registrar may direct selected registrants for audit, as deemed necessary.
2. College staff will examine selected registrant's submitted reflective practice review and verify its completeness.
3. Any significant missing documentation will be addressed by the College prior to the audit. Registrants requesting exemptions or deferrals will be managed in accordance with the policies of the Competence Committee.

During the Audit

1. Working in small groups, the Competence Committee will review each submitted reflective practice review using assessment criteria.
2. A reflective practice review may be deemed satisfactory or unsatisfactory.
3. If a reflective practice review is determined to be unsatisfactory, the reflective practice review is assessed by another group of the Competence Committee.
4. Any reflective practice review that is considered unsatisfactory by two independent groups will be reviewed by the entire Competence Committee prior to a decision.
5. Decisions are made by consensus of the Competence Committee as either satisfactory or unsatisfactory.

After the Audit

1. Registrants receiving a satisfactory audit result will receive automated emails from the My CCP platform as soon as their reflective practice review is deemed satisfactory by the Committee.
2. Registrants receiving an unsatisfactory audit result will be notified by email with feedback from the Competence Committee.
3. The Competence Committee has delegated registrant remediation of their unsatisfactory audit results to the College staff.
4. Any submitted files that are received during the remediation process that were not originally assessed by the Competence Committee will be reviewed by at least two Committee members. The College staff manages this process to ensure fairness and consistency equal to that experienced during the audit.
5. Any documentation or related information requiring remediation as a result of 1. or 2. above will be assessed by the College staff.

Appendix A: Continuing Competence Learning Activities

Background

Satisfactory Learning Activities are those that contribute to a registrant's professional development.

Below is a list of learning activities that the Competence Committee has determined to be satisfactory, satisfactory with time restrictions, or unsatisfactory.

Policy

Without limiting the scope of the statements above, the Committee has determined that:

Satisfactory Learning Activities

- When a registrant delivers a presentation/lecture, it is recognized that this involves professional learning. In light of this, the registrant may use the time spent in preparation for this activity and the time spent delivering this presentation/lecture one time towards the CCP requirements.

Satisfactory Learning Activities with Time Restrictions

- Cardiopulmonary resuscitation (CPR) time may be counted for up to four hours per CCP cycle. Any CPR hours exceeding four hours are not considered to add to the satisfactory learning requirement.
 - ACMDTT courses, including the Regulation Education Module, Protection of Patients from Sexual Abuse and Sexual Misconduct, Professional Communication, Professional Boundaries, Patient Consent, and Social Media and Digital Citizenship may be counted for up to four hours each towards a CCP cycle.
 - College/Association newsletters and articles may be counted for up to no more than one hour of learning collectively, per issue, towards a CCP cycle.
 - Registrants who complete peer-to-peer image/recording reviews may use a maximum of four hours towards a CCP cycle.
 - Registrants participating in clinical precepting may use a maximum of five hours towards a CCP cycle.
 - Job/performance evaluations may be counted for up to no more than one hour of learning per CCP cycle.
 - Participation in tradeshow for the purpose of public awareness of the profession may be used for a maximum of eight hours per CCP cycle.
- The My CCP tutorial may be used for a maximum of 30 minutes per CCP cycle.

Unsatisfactory Learning Activities

- A learning activity submitted without adequate self-reflection is not considered satisfactory learning.
- Time spent completing the College's CCP documentation is not considered satisfactory learning.
- Learning for personal improvement (i.e., yoga, wellness activities), not related to professional improvement, is not considered a satisfactory learning activity.
- Time spent learning software/systems required by an employer for administrative purposes such as shift management software, expense tracking or payroll education, or tracking continuing education is not considered satisfactory learning.
- Online video learning will not be considered satisfactory learning unless supported with appropriate citation and appropriate self-reflection.
- Staff/Committee meetings, without adequate self-reflection for each individual meeting, are not considered satisfactory learning.
- Meetings restricted to the content of contract negotiations/pension plans/ are not considered satisfactory learning.
- Personal financial planning activities and union meetings are not considered satisfactory learning.
- Research completed on peer-edited websites (i.e., Wikipedia or derivatives) is not considered satisfactory learning.
- Time spent completing an examination is not considered satisfactory learning.

- Time spent on social media networking is not considered satisfactory learning.
- Learning activities recorded in duplicate (or other multiples) will only be counted once towards the registrant's CCP cycle.