Objectives

- Familiarize with the applicable regulatory frameworks governing the College's Quality Assurance (QA) Program

- Understand CPBAO's QA Program approach

- List Program requirements and best-practices

- Share example of tools used and frequently asked questions

- Prepare registrants to successfully complete QA requirements

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Regulated Health Professions Act (RHPA), 1991

The RHPA requires all regulatory health Colleges to administer a Quality Assurance Program

Requirements for Quality Assurance program shall include:

(a) continuing education or professional development;

(b) self, peer and practice assessments; and

(c) a mechanism for the College to monitor members' participation in, and compliance with, the quality assurance program.

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The College of Psychologists and Behaviour Analysts of Ontario (CPBAO)

Mission: To protect the public through responsible regulation of psychological and behavioural care.

Responsibilities include:

- Setting entry to practice requirements
- Registering qualifies applicants
- Setting practice standards
- Administering the Quality Assurance Program
- Investigating complaints and addressing concerns about service quality or professional conduct

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CPBAO's Strategic Plan

2023 – 2028
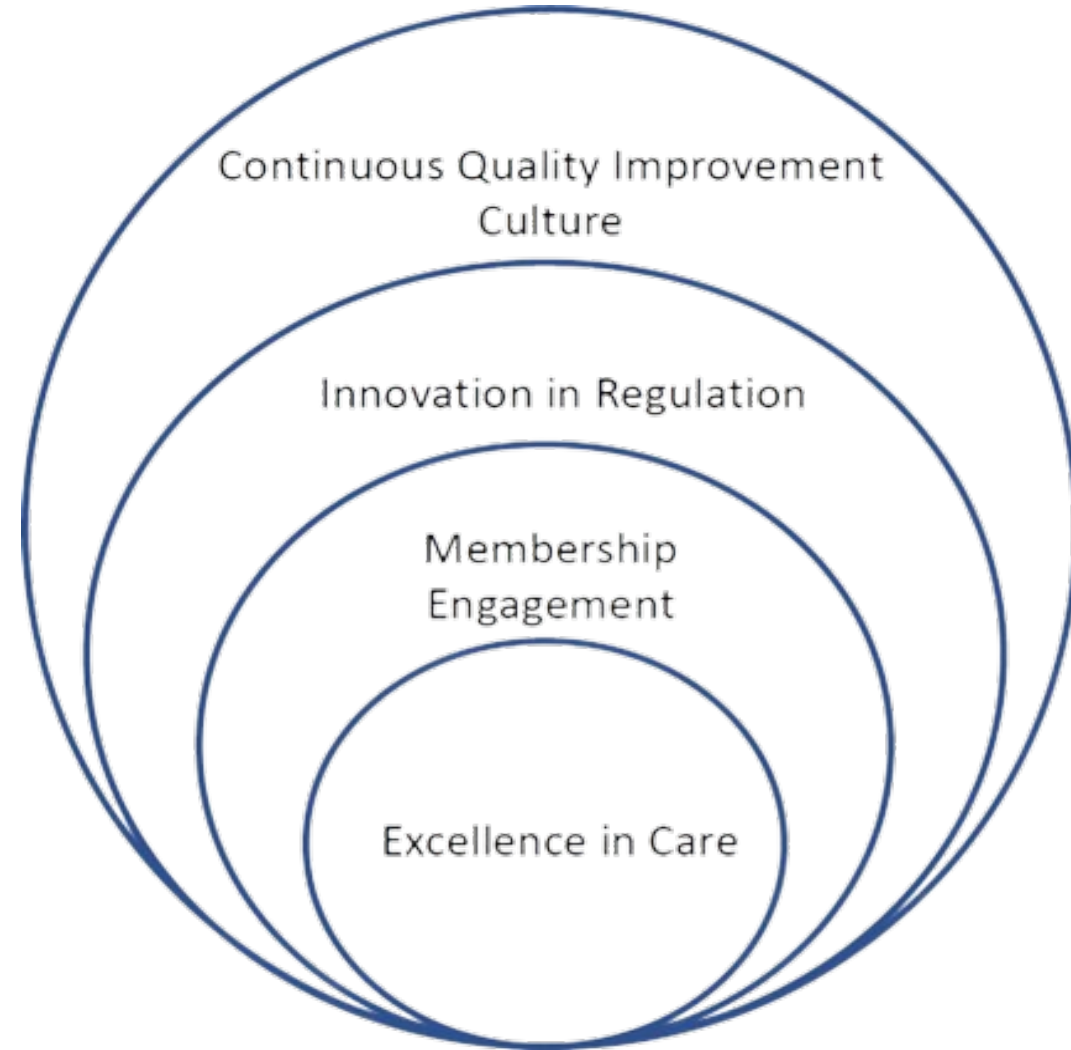
Quality Assurance Program Purpose and Principles

✓

- Promote the maintenance of competence and quality of care

- Create meaningful engagement

- Content is registrant driven and needs-based

- Continuous Quality Improvement focus

- Proactive approach

- Collegial and collaborative process

- Human-centered

✗

- Intended to investigate concerns

- Adversarial

- Punitive in nature

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Psychology and Applied Behaviour Analysis Act, 2021

Components

1. Self-assessment

2. Peer and practice assessment

3. Continuing education and professional development designed to:

    i. promote continuing competence and continuing quality improvement among members,

    ii. address changes in practice environments, and

    iii. incorporate standards of practice, advances in technology, changes made in entry to practice competencies and other relevant issues in the discretion of the Council.

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1. Self-Assessment

- The Self-Assessment Guide and Continuing Professional Development Plan (SAG) tool becomes available for download on the College website by May 1

- A self-care plan includes assessing factors that contribute to your stress and the impact of these on meeting your professional obligations

- Declarations of completion for SAG/PDP **are due between May 1 – June 30th** through the member portal

- Frequency of declarations will depend on your certificate type. Most registrants must complete the SAG and make declarations every 2 years*:
  - Odd registration # = odd years (i.e., July 1, 2023 – June 30, 2025)
  - Even registration # = even years (i.e., July 1, 2024 – June 30, 2026)

*registrants with an interim autonomous certificate or supervised practice certificate must complete the SAG and submit declarations annually. Retired certificate holders are exempt from these requirements.

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2. Peer and Practice Assessment

- Referred to as a Peer Assisted Review (PAR)

- There a several mechanisms that may require a member to undergo a PAR, including:
  - Random selection;
  - Stratified random sampling; OR
  - Failing to participate in self-assessment

- An assessor will be selected by the College to review your practice against professional standards, which may include direct observation, review of records, an interview and written report to include recommendations

- Registrant has opportunity to respond to the report

- Report and response are reviewed by the Quality Assurance Committee

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3. Continuing Education and Professional Development (CPD)

- Works in union with the Self-Assessment Guide and Professional Development Plan (SAG/PDP) to promote continuous quality improvement and direct participation towards achievement of goals set out through the self-assessment process

- CPD tracking sheets are available for download from the College website

- Declarations of completion are **due between May 1 – June 30th** during last year of cycle

- Registrants must complete a minimum of **50 hours** of professional development activities within two-year cycles, based upon their registration certificate number, as outlined below:

  - Odd registration # = odd years (i.e., July 1, 2023 – June 30, 2025)
  - Even registration # = even years (i.e., July 1, 2024 – June 30, 2026)

- All registrants must submit declarations regardless of the date registered, except those with a Retired Certificate

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Activity Format

Section A

- **At least 15 hours of Professional Interaction and Interdisciplinary Activities**

- includes conferences, providing or receiving supervision, case conferences…

Section B

- **At least 15 hours of Continuing Education, Professional Training and Self- Directed Learning Activities**

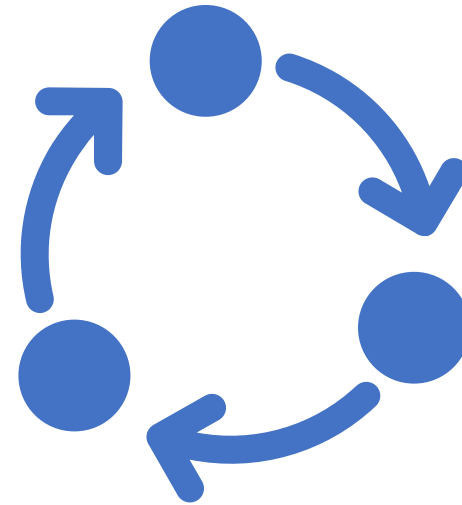- includes reading professional literature, taking a course or workshop…

Section C

- **Professional Development Activities**

- includes formal research, professional writing, preparation for teaching or delivering a presentation…

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Activity Maximums: no more than 10 hours per CPD activity

Single Event

Recurring Activity Type

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Activity Content

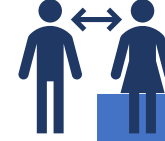**Ethics and Jurisprudence**

- At least 10 hours of activity content pertaining to legislation, standards or ethical conduct.

EDI

- At least 5 hours of activity content pertaining to Equity, Diversity and Inclusion to avoid practices that may unfairly discriminate against or would be experienced as oppressive by some individuals or groups.

Supervision

- At least 3 hours of activity content pertaining to supervisory practices (only applicable for registrants who are involved in the provision or receipt of supervision services).

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Integration of QA components

- The Self-Assessment Guide and Continuing Professional Development Plan (SAG/PDP) and the Continuing Professional Development (CPD) Program are designed to work together

- Self-reflection through completion of the SAG/PDP should identify knowledge gaps and areas for skill building

- Reflection should influence the *Professional Development Plan* objectives that registrant will work towards over the following two-year cycle

- Registrants are encouraged to plan for the development of new skills or to gain additional knowledge, to address changes in practice environments and to incorporate standards of practice and advances in technology

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Program Participation

- It is a registrants' responsibility to keep on top of deadlines – CPBAO will assist with email reminders
  - If you are unable to fulfill requirements, you must contact the College prior to the June 30 deadline

- Every year the College selects registrants to undergo a Program audit
  - Failure to submit the declaration for either SAG or CPD will result in being selected for an audit

- Inactive Certificate registrants are required to participate in the Program as it is expected they will return to autonomous status and service provision in the future

- Dual registrants (both RBA and Psych) are not required to duplicate efforts
  - Only required to make one declaration for each component by deadline (i.e., 1 SAG, 1 CPD)
  - Encouraged to participate in an appropriate balance of profession-specific activities

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Record-Keeping

- Registrants are **not** required to submit their completed SAG forms or CPD tracking sheets when completing the declarations
    - Must retain records of QA participation for at least 5 years in the event you are selected for an audit or a Peer Assisted Review
    - Records include completed Self-Assessment Guides, CPD tracking sheets, supporting documentation for CPD activities
- College templates include the necessary details that would be expected within your records by the Quality Assurance Committee during an audit

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CPD Tracking

Section A: Professional Interaction and Interdisciplinary Activities (Min. 15 hours)
Section B: Continuing Education, Professional Training and Self-Directed Learning (Min. 15 hours)

Date Completed	Activity Section	Hours	EDI	Ethics	Supervision	Record Type	Activity Description	Participation in this activity enhanced my knowledge, skill and judgement in the following way(s):
2024-07-01	Section B	2		2		Registration E-mail	Seminar: Ethical Practice Issues	The ethical topics discussed during the presentation assisted in my understanding of how to navigate the disclosure of client files in various scenarios. Particularly, I found the clarification of what is permitted under governing legislation when the client is a minor to be of value.
2024-07-01	Section A	1		0.5		Registration E-mail	Seminar: Ethical Practice Issues (additional peer discussions)	Following the presentation, I also learned from other attendees, J.L., M.I., and K.A., of examples where this information has been relevant in their practices, and how they each addressed the scenarios.

Format Hours

Section A Hours: 1/15
Section B Hours: 2/15
Section C Hours:
Total 3/50

Content Hours

Ethics: 2.5/10
EDI: 0/5
Supervision: 0/3

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Best Practices

- Goals in the SAG/PDP should include a reasonable amount of detail and structure to facilitate progress monitoring (i.e., SMART: Specific, Measurable, Attainable, Relevant, Timebound).

- CPD tracking sheets should include sufficient detail of activity content and reflection on how the activity benefited your practice and/or the maintenance of professional knowledge, skill and judgment.
    - For example, consider if the completed CPD activity assisted in the achievement of a SAG/PDP objective

- Pay attention to Program minimums and maximums

- When audited, the Committee requires sufficient supporting documentation or activity detail for verification
    - e.g., Certificates of completion, records of registration, calendar invites for meetings, supervision logs, etc.

- Connect with colleagues to discuss current practice standards

FAQs

Q: What are the differences between declaration requirements for SAG vs CPD?

A: Both declarations are due between May 1 – June 30 through the member portal. The frequency of SAG declaration requirements depends on one's certificate type. Those with an IAP or Supervised Practice Certificate must complete SAG declarations annually. CPD and SAG declarations and for all other certificate types (excluding retired) must be submitted ever 2 years in line with their assigned cycle. SAG and CPD documentation does not need to be submitted when making declarations.

Q: Can my CEU credits approved by the BACB count towards my CPD activities to meet the College's QA requirements?

A: Yes, absolutely. There is no need to duplicate CE requirements, as long as the College's minimum requirements are met for CPD hours and content.

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FAQs continued…

Q: If I am completing the Quality Assurance requirements for continuing education and/or self-assessment with another board or regulator, do I have to complete the College's requirements too?

A: The College is the regulator of Psychology and Applied Behaviour Analysis within Ontario. To maintain in good standing, registrants must submit declarations applicable to their certificate type. Requirements issued by other regulating bodies or boards are not monitored by the College.

Q: *What activities are eligible for CPD credit?*

A: The College does not endorse or prohibit specific activities or providers of CE/CPD activities. Registrants are expected to use their best judgement to choose CPD activities that will benefit their practice and enhance their professional competence. Examples of Section A, B, and C activities are available on the College website.

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More Questions?

Visit https://cpbao.ca/members/quality-assurance/ or Contact QA Program support at qualityassurance@cpbao.ca

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