



SCOT Continuing Competency Program 2024 Audit Checklist

Before the auditors review your goals and evidence, please ensure the following has been provided:

2023-2024 Evidence Review				Comments
1	Are the learning activities related to Occupational Therapy practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	<p>Does the submission contain documentation or evidence to substantiate that the learning goals have been achieved?</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Diploma or Degree Certificate.<input type="checkbox"/> Certificates of courses, workshops, lectures/seminars attended or completed.<input type="checkbox"/> Feedback from clients, colleagues, supervisors, or students.<input type="checkbox"/> Reference lists of relevant research articles along with summaries of insights gained from the materials.<input type="checkbox"/> Documentation of involvement in publications, workshops, conferences etc.<input type="checkbox"/> Documentation of discussions had with peers, colleagues, or journal clubs as a method of learning .<input type="checkbox"/> A summary of the information and insights gained from in-services, rounds, etc.<input type="checkbox"/> Agendas and minutes of meetings attended.<input type="checkbox"/> Samples of documentation i.e.) reports, chart notes, practice guidelines or protocols developed. <p>*Ensure NO client information is included</p> <input type="checkbox"/> Documentation of in-services, presentations or courses taught.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Indicate the evidence provided for each goal:



	<input type="checkbox"/> Documentation of involvement in development or revision of policies, procedures, or programs. <input type="checkbox"/> Demonstration of participation in quality improvement initiatives.			
3	If the goal(s) is the same as the previous year, does the evidence or documentation show progression?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does the submission contain a reflection to substantiate how the learning goals impacted practice? This includes at least one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Validated my practice. <input type="checkbox"/> Enhanced my practice. <input type="checkbox"/> Expanded my knowledge. <input type="checkbox"/> Increased my awareness of existing resources. <input type="checkbox"/> Other. 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2024-2025 Professional Development Plan and Outcomes (PDPO) Review				
				Comments
1.	Does the current PDPO have at least 2 goals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.	Are each of the goals related to Occupational Therapy Practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3.	Are each of the goals based upon the "Competencies for Occupational Therapists in Canada, 2021"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.	Are each of the goals Specific?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5.	Are each of the goals measurable? i.e.) Achievement/progress can be measured.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.	Do each of the goals have an anticipated completion date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7.	If the goal(s) is the same as the previous year, does the strategy show progression?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	