

# College of Occupational Therapists Of Nova Scotia



Continuing  
Competency  
Program

**Self-  
Assessment of  
Essential  
Competencies**

Revised: January 2015

Tool



## **Self-Assessment Tool for Occupational Therapists in Nova Scotia** - Clinical and Non-clinical Practice -

The College of Occupational Therapists of Nova Scotia (COTNS) is charged with the duty of supporting the quality of services provided by occupational therapists who wish to retain the title of "occupational therapist". Developing competencies that would be inclusive of all occupational therapists in Nova Scotia recognizes that public protection is dependent on a profession that supports and monitors the competence of all its members, regardless of their present roles.

The COTNS Self-Assessment Tool (Clinical and Non-clinical) is based on the Essential competencies of Occupational Therapists in Canada, 3rd Ed. The clinical and non-clinical competencies are mutually inclusive, occupational therapists may need to draw from both sets of competencies in order to accurately reflect their work.

### **Non-Clinical:**

COTNS requires registered occupational therapists who have NO direct contact with and/or responsibilities to a client to complete the Non-clinical version of the self-assessment.

### **Clinical:**

COTNS requires registered occupational therapists who have ANY direct contact with and/or responsibilities to a client to complete the Clinical version of the self-assessment.

Direct Contact is interpreted as CLINICAL in such situations as:

- The occupational therapist is providing unpaid client service
- The occupational therapist is communicating the results of the assessment to the person or his or her substitute so he or she can make choices (including a decision to refuse occupational therapy services).
- The occupational therapist is expressing an opinion about the person's condition that will assist in determining eligibility for benefits or funding for treatment/services.
- The occupational therapist is gathering information that will be used in the treatment/care of the person.
- Clients are involved in research by/with occupational therapists.
- Clients are involved in occupational therapist education.
- Researchers or managers provide client services on a part-time basis.

## Competency Rating:

- |                           |  |
|---------------------------|--|
| <b>1. Yes</b>             | I have the knowledge, skills, attitudes and critical judgments to adequately meet all of the requirements for this competency. I already perform at the level required for my practice setting and role.   |
| <b>2. Area for Growth</b> | I need to develop this competency because I am new to this area/role; or because I wish to change or expand my professional role and responsibilities; or because I need to improve my current knowledge, skills, attitudes and critical judgments in this area. |
| <b>3. Not Applicable</b>  | The knowledge, skills, attitudes and critical judgments within this competency do not apply to me in my current practice. The statement describes an aspect of the competency that is not applicable to my practice  |

## Instruction:

- Based on your current practice, determine if you are a clinical or non-clinical occupational therapist
- Review each competency statement, reflecting on your current practice. The cues/examples provided are to help you define and interpret the competency statements. They may not be relevant to your practice; however the competency may still apply to your practice.
- After reflecting, rate each of the competency statement using the rating scale
- Use the results from this self-assessment together with the colleague/Peer Feedback to complete your professional development plan.

# COTNS -Continuing Competency Program

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## Description of My Current Practice Area:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

COTNS Registration Number: \_\_\_\_\_ Registration year: June 1, 20\_\_ \_\_ to May 31, 20\_\_ \_\_.

Date: \_\_\_\_\_

Are you in a clinical or non-clinical role (please check)?

Clinical \_\_\_\_\_ Non Clinical \_\_\_\_\_ Both \_\_\_\_\_

1. I would describe my current area(s) of practice as: (physical rehab, adult mental health, academic, research, pediatric, administration/management, WCB, vocational rehab, home care, etc).

2. The roles/responsibilities that I currently perform within my current area(s) of practice include: (consult, direct client care, teach, develop care plan, develop training materials, research, volunteer, etc).

# COTNS -Continuing Competency Program

## Unit 1: Assumes Professional Responsibility

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists assume professional responsibility for safe, ethical and effective practice.				Occupational therapists assume professional responsibility for safe, ethical and effective practice.			
Competency 1.1: Demonstrates a commitment to clients, public, and the profession.	1. Yes	2. Area for Growth	3.- Not Applicable	Competency A.1: Demonstrates a commitment to their work, the public and the profession.	1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate knowledge of self-regulation. <i>Cues: accountability to the client, public interest, regulatory organization, profession, other statutes (e.g. privacy laws)</i>				I demonstrate knowledge of self-regulation. <i>Cues: accountability to the public interest, regulatory organization, profession, other statutes (e.g. privacy laws)</i>			
I demonstrate professional behaviours. <i>Cues: accountability, confidentiality, transparency, disclosure, integrity, honesty, compassion, respect</i>				I demonstrate professional behaviours. <i>Cues: accountability, confidentiality, transparency, disclosure, integrity, honesty, compassion, respect</i>			
I take action to ensure that my practice and practice setting support professional responsibilities. <i>Cues: monitors consistency with policies and regulations; checks that terms of agreement in a contract with payer are not in contravention of professional obligations to client; manages power issues</i>				I take action to ensure that work setting support professional responsibilities. <i>Cues: monitors consistency with policies and regulations, checks terms of agreement in a contract with payer are not in contravention of professional obligations</i>			
I support others to practice professional responsibility. <i>Cues: Education, resources, services, policies which are supportive to others</i>				I support others towards professional responsibility. <i>Cues: Education, resources, services, policies which are supportive to others</i>			
I take necessary actions to ensure safety in my work area.				I take necessary actions to ensure safety in my work area.			
Provide specific practice examples for Competency 1.1				Provide specific practice examples for Competency A.1			

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists assume professional responsibility for safe, ethical and effective practice.				Occupational therapists assume professional responsibility for safe, ethical and effective practice.			
<b>Competency 1.2: Practises within scope of professional and personal limitations and abilities.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency A.2: Works within scope of professional and personal limitations and abilities.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate an understanding of the scope of practice/work as defined by the relevant provincial jurisdiction or regulatory organization.				I demonstrate an understanding of the scope of work as defined by the relevant provincial jurisdiction or regulatory organization.			
I take action to ensure that personal and professional limitations do not cause my competence to fall below a level considered acceptable in the jurisdiction. <i>Cues: develop technical skills, refer to other team members, ensure qualified for restricted acts</i>				I take action to ensure that personal and professional limitations do not cause my competence to fall below a level considered acceptable in the jurisdiction. <i>Cues: Develop work skills, refer to other team members</i>			
I manage overlaps in scope of practice with other professions.							
<b>Provide specific practice examples for Competency 1.2</b>				<b>Provide specific practice examples for Competency A.2</b>			

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 1.3: Adheres to the <i>Code of Ethics</i> recognized by the provincial regulatory organization.</b>				<b>Competency A.3: Adheres to the <i>Code of Ethics</i> recognized by the provincial regulatory organization.</b>			
I communicate my title and credentials accurately.				I communicate my title and credentials accurately.			
I comply with client confidentiality, privacy practice standards and legal requirements.				I comply with work confidentiality, privacy standards and legal requirements.			
I respond appropriately to ethical issues encountered in practice. <i>Cues: autonomy, client well-being</i>				I respond appropriately to ethical issues encountered in work.			
I maintain appropriate relationships and boundaries with clients.				I maintain appropriate relationships and boundaries with staff, team members and others working in the work environment. <i>Cues: Manage power relationships</i>			
<b>Provide specific practice examples for Competency 1.3</b>				<b>Provide specific practice examples for Competency A.3</b>			

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 1.4: Applies ethical frameworks to solve ethical situations.</b>				<b>Competency A.4: Applies ethical frameworks to solve ethical situations.</b>			
I recognize situations which impact ethical behaviour.				I recognize situations which impact ethical behaviour.			
I respond appropriately to observed unprofessional behaviours in practice.				I respond appropriately to observed unprofessional behaviours in work.			
I comply with the obligation to and processes for reporting unsafe, unethical or incompetent practice by an occupational therapist/others in the practice area. <i>Cues: ensures client safety, mandatory reporting requirements for jurisdiction</i>				I comply the obligation to and processes for reporting unsafe, unethical or incompetent work by an occupational therapist/others in the work area. <i>Cues: mandatory reporting requirements for jurisdiction</i>			
<b>Provide specific practice examples for Competency 1.4</b>				<b>Provide specific practice examples for Competency A.4</b>			



## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Occupational therapists assume professional responsibility for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 1. 5: Demonstrates professional integrity.</b>				<b>Competency A.5: Demonstrates professional integrity.</b>			
I accept responsibility for my actions and decisions.				I accept responsibility for my actions and decisions.			
I show respect for the dignity, privacy, and confidentiality of clients.				I show respect for the dignity, privacy, and confidentiality of staff, team members and others within the work environment			
I manage conflicts of interest (real or perceived). <i>Cues: disclosure, compliance with standards/ policies about vendors</i>				I manage conflicts of interest (real or perceived). <i>Cues: disclosure, compliance with standards/ policies about vendors</i>			
I demonstrate sensitivity to power imbalance (real or perceived).				I demonstrate sensitivity to power imbalance (real or perceived).			
I understand the impact of values and beliefs that may affect practice. <i>Cues: Values and beliefs of client, occupational therapist, inter-professional team, other stakeholders</i>				I understand the impact of values and beliefs that may affect work. <i>Cues: Values and beliefs of staff, team members, and others in the work area</i>			
I demonstrate sensitivity to diversity. <i>Cues: Diversity includes, but not limited to age, gender, religion, sexual orientation, ethnicity, cultural beliefs, ability</i>				I demonstrate sensitivity to diversity. <i>Cues: Diversity includes, but not limited to age, gender, religion, sexual orientation, ethnicity, cultural beliefs, ability</i>			
<b>Provide specific practice examples for Competency 1.5</b>				<b>Provide specific practice examples for Competency A.5</b>			

## COTNS -Continuing Competency Program

### Unit 2: Thinks Critically

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use critical reasoning and reflective approaches for safe, ethical and effective practice.				Occupational therapists use critical reasoning and reflective approaches for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
<b>Competency 2.1: Demonstrates sound professional judgment and clinical reasoning in decision-making.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency B.1 Demonstrates sound professional judgment and reasoning in decision-making.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate effective and evidence based problem solving and judgment to address client needs. <i>Cues: literature search, best available evidence, research, consultation with experts and others.</i>				I demonstrate effective and evidence based problem solving and judgment to address workplace issues/needs. <i>Cues: literature search, best available evidence, research, consultation with experts and others, etc.</i>			
I negotiate common ground with clients, families, inter-professional team members, and other stakeholders.				I negotiate common ground with team members, and other stakeholders. <i>Cues: Integrates complexity of issues, needs, goals.</i>			
I integrate complexity of client issues, needs, and goals within occupational therapy service.				I integrate relevant information with previous learning, experience, professional knowledge, and current work practices.			
I integrate relevant information with previous learning, experience, professional knowledge, and current practice models.				I synthesize and analyze information to inform my work. <i>Cues: sorting information, prioritizing information</i>			
I synthesize and analyze information to inform occupational therapy service. <i>Cues: sorting information, prioritizing information</i>							
<b>Provide specific practice examples for Competency 2.1</b>				<b>Provide specific practice examples for Competency B.1</b>			

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
Occupational therapists use critical reasoning and reflective approaches for safe, ethical and effective practice.				Occupational therapists use critical reasoning and reflective approaches for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
<b>Competency 2.2: Engages in reflection and evaluation and integrates findings into practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency B.2 Engages in reflection and evaluation and integrates findings into work.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate insight into personal expertise and limitations.				I demonstrates insight into personal expertise and limitations.			
I demonstrate effective, appropriate, and timely consultation with other health professionals as needed for optimal client service.				I demonstrates effective, appropriate, and timely consultation with others as needed to optimize outcomes.			
I investigate alternative explanations for deficits in occupational performance and engagement. <i>Cues: barriers, psychosocial components, financial resources</i>				I investigate alternative explanations for problems, issues and challenges.			
I recognize situations where services (i.e. client processes for occupation, occupational performance and/or engagement) should be adjusted, limited, modified or discontinued.				I recognize situations where goals and/or work plans should be adjusted, limited, modified or discontinued.			
<b>Provide specific practice examples for Competency 2.2</b>				<b>Provide specific practice examples for Competency B.2</b>			

## COTNS -Continuing Competency Program

### Unit 3. Demonstrates Practice Knowledge

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists' demonstrate practice knowledge for safe, ethical and effective practice.							
Competency 3.1: Uses current occupational therapy theory in day-to-day practice.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I apply relevant current knowledge of foundational biomedical and social sciences into practice. <i>Cues: anatomy/neuroanatomy, neurology/neurophysiology, development across the lifespan (i.e., children, adolescents, adults, older adults), social sciences (i.e. psychology, sociology, education), disease/conditions.</i>							
I use current models and approaches that apply in occupational therapy practice. <i>Cues: models of practice, occupational therapy theories, health and disability, occupation &amp; occupational engagement, client-centered care, mental health</i>							
I integrate appropriate current occupational therapy knowledge into practice. <i>Cues: assessment of person – physical, affective, cognitive, emotional and spiritual; analysis of occupations; environmental enablers and barriers; physical, cultural, economic, political, and institutional determinants; assessment of occupational performance; self-care, productivity, leisure, mobility, IADL; standardized assessment; occupational performance factors; intervention strategies, methods, and assistive technologies; environmental modification; technical skills, e.g., splinting and wheelchair positioning for function</i>							
<b>Provide specific practice examples for Competency 3.1</b>							

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>			
<b>Occupational therapists’ demonstrate practice knowledge for safe, ethical and effective practice.</b>		1. Yes	2. Area for Growth			1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 3.2: Demonstrates awareness of the physical, social, cultural, institutional and economic environment relevant to the jurisdiction of practice.</b>								
I understand the impact of physical, cultural, institutional, and economic factors relevant to practice. <i>Cues: determinants of health, funding for service; education, justice, health and social service systems; socio-economic basis of community, cultural influences.</i>								
I adjust occupational therapy service to reflect a client-centred approach related to physical, social, cultural, institutional and economic environment.								
<b>Competency 3.3: Demonstrates awareness of experiential knowledge of client and occupational therapist.</b>								
I understand the impact of experiential knowledge of client and occupational therapist. <i>Cues: client biases, client values, self-awareness</i>								
I adjust occupational therapy services to reflect a client-centered approach related to the client’s experiential knowledge as well as the occupational therapist’s experiential knowledge.								
<b>Provide specific examples for Competency 3.2 and 3.3</b>								

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists' demonstrate practice knowledge for safe, ethical and effective practice.</b>							
<b>Competency 3.4: Demonstrates awareness of legislative and regulatory requirements relevant to the province and area of practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I understand the impact of legislative and regulatory requirements relevant to the province and area of practice.  <i>Cues: restricted activities, local policies, consent process, health information, protection of confidentiality and privacy, child protection, mental health, occupational health and safety requirements</i>							
I ensure practice-setting policies are consistent with regulations and legislative requirements.							
<b>Provide specific practice examples for Competency 3.4</b>							

## COTNS -Continuing Competency Program

### Unit 4: Utilizes an Occupational Therapy Practice Process to Enable Occupation

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 4.1: Clarifies the role of occupation and enablement when initiating services.</b>							
I identify the recipient(s) of occupational therapy service as the client(s). <i>Cues: screens referrals, determines appropriateness of referral</i>							
I clarify the expectations of stakeholders, third party payers, and relevant others that impact or complement service. <i>Cues: family, advocates, teachers, caregivers, and other agencies regarding the service to be provided</i>							
I identify and understand the knowledge, skills, and attitudes required to provide the appropriate service to the client.							
I communicate scope and parameters of services to clients, families, referring agents, and relevant others. <i>Cues: frequency and duration of service, variance</i>							
I identify and communicate to client and relevant others the strengths and limitations of practice. <i>Cues: available funding, access to services, personal knowledge and skills</i>							
I establish with the client a shared understanding of occupation, occupational performance, engagement, and enablement issues.							
<b>Provide specific practice examples for Competency 4.1</b>							

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.  Competency 4.2: Demonstrates a systematic client-centred approach to enabling occupation.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I discuss client expectations with regard to occupational therapy services.							
I use strategies that engage the client in a collaborative approach. <i>Cues: interview techniques, therapeutic use of self</i>							
I build rapport and trust within the relationship.							
I discuss client expectations with regard to occupational therapy services.							
I enable client to identify issues and clarify client concerns, expectations, and priorities.							
I enable client to examine risks and consequences of options. <i>Cues: provides information, allows time.</i>							
I achieve mutual understanding and agreement concerning services to be provided.							
<b>Provide specific practice examples for Competency4.2</b>							



## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.</b>	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 4.3: Ensures informed consent prior to and throughout service provision.</b>							
I adhere to regulatory, legislative, and service requirements regarding informed consent.							
I demonstrate the principles and practices for obtaining informed consent.  <i>Clues: risk of harm, risk of doing nothing, capacity, range and benefits of services, release of information, etc.</i>							
I obtain consent for involvement of support personnel, students, and other providers involved in the provision of occupational therapy services components.							
I identify situations where informed consent may be problematic and take steps to rectify issues.  <i>Clues: written explanation for non-verbal client, substitute decision-maker of client does not have capacity for consent.</i>							
<b>Provide specific practice examples for Competency 4.3</b>							

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.</b>							
<b>Competency 4.4: Assesses occupational performance, engagement, and enablement needs of client.</b>	<b>1. Yes</b>	<b>2. Area for Growth</b>	<b>3.- Not Applicable</b>		<b>1. Yes</b>	<b>2. Area for Growth</b>	<b>3.- Not Applicable</b>
I assess occupational performance and engagement. <i>Cues: self-care, productivity, and leisure; roles, demands, expectations, goals, settings, spiritual values of the client</i>							
I identify the client's strengths and resources.							
I assess components related to occupation, occupational performance and engagement issues identified. <i>Cues: cognitive, affective, meaning, values, and physical</i>							
I gather additional relevant information. <i>Cues: reviews client record; consults family, caregivers, and other professionals; collects complete subjective and objective data</i>							
I determine the appropriate service delivery approach for client-centred occupational therapy services <i>Cues: consulting, educating, direct intervention, assessment</i>							
<b>Provide specific practice examples for Competency 4.4</b>							

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 4.5: Develops client-centred plan with client, interprofessional team members, and other stakeholders.</b>							
I integrate client wants and needs into all aspects of planning.							
I identify client’s priority occupational issues and possible occupational goals.							
I analyze physical, cultural, social, and institutional environmental impact on occupational performance and engagement issues.							
I analyze and propose options to increase inclusion and accessibility in the client’s environment. <i>Cues: cultural, institutional, physical, social</i>							
I develop realistic, measurable, understandable, and targeted outcomes consistent with client’s values and life goals.							
I plan for needed service delivery, which considers limits or constraints on the various service delivery methods. <i>Cues: resources, support personnel, time, equipment, environment, frequency and duration of service</i>							
I refer to additional services as appropriate. <i>Cues: funding, equipment, community services, other professional services, social agencies</i>							
<b>Provide specific practice examples for Competency 4.5</b>							

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use systematic approaches to enabling occupation for safe, ethical and effective practice.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
<b>Competency 4.6: Implements plan for occupational therapy services.</b>							
I implement the client-specific plan with client, inter-professional team members and other stakeholders. <i>Cues: plans include recommendations, direct service, and consultation</i>							
I monitor the impact of plans on person, occupation and, environment.							
I implement interventions in an effective and ethical manner.							
<b>Competency 4.7: Monitors plan to modify in a timely and appropriate manner.</b>							
I regularly re-assess client's progress to compare with initial findings, occupational goals and plan.							
I adapt or redesign plan as needed. <i>Cues: modifies plan of care, revises occupational therapy services recommendations</i>							
I document conclusion/exit and disseminate information and recommendations for next steps such as discharge, coordinated transfer, or re-entry.							
I discontinue service in situations when occupational therapy should not continue.							
<b>Provide specific practice examples for Competency 4.6 and 4.7</b>							

## COTNS -Continuing Competency Program

### Unit 5: Communicates & Collaborates Effectively:

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use effective communication and collaborative approaches for safe, ethical and effective practice.				Occupational therapists use effective communication and collaborative approaches for safe, ethical and effective development, delivery, oversight and/ or improvement of systems and services.			
<b>Competency 5.1: Communicates effectively with the client, interprofessional team members, and other stakeholders using client-centred principles that address physical, social cultural or other barriers to communication.</b>	1. Yes	2. Area for Growth	3. Not Applicable	<b>Competency C1: Communicates using an effective approach.</b>	1. Yes	2. Area for Growth	3. Not Applicable
I foster open, honest, and clear communication.				I foster open, honest, and clear communication.			
I deliver information in a respectful, thoughtful manner. <i>Cues: verbal, non-verbal, language, tone</i>				I deliver information in a respectful, thoughtful manner. <i>Cues: verbal, non-verbal, language, tone</i>			
I use strategies that empower communication. <i>Cues: active listening, clarifying statements, inviting questions, plain language, appropriate level explanation, educating, prompting, communication styles, appropriate use of technology</i>				I use strategies that empower communication. <i>Cues: active listening, clarifying statements, inviting questions, plain language, appropriate level explanation, educating, prompting, communication styles, appropriate use of technology.</i>			
I adapt communication approach to ensure that barriers to communication do not impact the client’s ability to direct own care process. <i>Cues: language, hearing loss, vision loss, literacy level, inability to communicate verbally, cognitive loss, need for an interpreter</i>							
<b>Provide specific practice examples for Competency 5.1</b>				<b>Provide specific practice examples for Competency C.1</b>			

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists use effective communication and collaborative approaches for safe, ethical and effective practice.	1. Yes	2. Area for Growth	3.- Not Applicable	Occupational therapists use effective communication and collaborative approaches for safe, ethical and effective development, delivery, oversight and/ or improvement of systems and services.	1. Yes	2. Area for Growth	3.- Not Applicable
Competency 5.2: Communicates using a timely and effective approach.				Competency C2: Maintains confidentiality and security in the sharing, transmission, storage, and management of information.			
I use a systematic approach to record keeping of occupational therapy services. <i>Cues: client-centred, clinical reasoning, occupation-based</i>				I adhere to legislation, regulatory requirements and facility/employer guidelines regarding protection of privacy, security of information.			
I maintain clear, accurate, and appropriate records of client encounters and plans. <i>Cues: informed consent, results of assessment, interventions, client involvement, written, electronic</i>				I establish and/or adheres to provincial and facility policies and procedures related to the management of information. <i>Cues: acquiring, documenting, using, transmitting, storing, information access rights and disposing information.</i>			
I apply the various regulations that are specific to record keeping in occupational therapy. <i>Cues: provincial and federal regulations; institutional policies</i>				I take action to anticipate and minimize foreseeable risks to privacy and confidentiality of information. <i>Cues: Confidentiality and privacy of conversation, risks of disclosure in public or shared spaces, information technology, encryption, communication devices, etc</i>			
I determine with client the right of others to client's information. <i>Cues: client right to have access, to clarify, and to comment on or modify the information.</i>							
I disclose information in accordance with client consent.							
<b>Provide specific practice examples for Competency 5.2</b>				<b>Provide specific practice examples for Competency C.2</b>			

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists assume professional responsibility for safe, ethical and effective practice.							
<b>Competency 5.3: Maintains confidentiality and security in the sharing, transmission, storage, and management of information.</b>	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I adhere to legislation, regulatory requirements and facility/employer guidelines regarding protection of privacy, security of information.							
I establish and/or adhere to provincial and facility policies and procedures related to the management of information. <i>Cues: acquiring, documenting, using, transmitting, storing, and disposing information</i>							
I take action to anticipate and minimize foreseeable risks to privacy and confidentiality of information. <i>Cues: confidentiality and privacy of conversations, risks of disclosure in public or shared spaces, information technology, encryption, communication devices</i>							
<b>Provide specific practice examples for Competency 5.3</b>							

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists assume professional responsibility for safe, ethical and effective practice.  Competency 5.4: Collaborates with client, interprofessional team, and other stakeholders.	1. Yes	2. Area for Growth	3. Not Applicable		1. Yes	2. Area for Growth	3. Not Applicable
I explain my role to clients and team members.							
I demonstrate receptiveness to others' perspectives that serve the best interest of the client.  <i>Cues: considers others opinions and perspectives</i>							
I demonstrate flexibility within team.  <i>Cues: consults with, listens to, tasks with, supportive of, responsive to, collaborates with</i>							
I ask for support when appropriate.							
I demonstrate leadership techniques appropriate to the situation.							
<b>Provide specific practice examples for Competency5.4</b>							



## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists assume professional responsibility for safe, ethical and effective practice.							
Competency 5.5: Works effectively with client, inter-professional team, and other stakeholders to manage positive professional relationships.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate sensitivity to issues related to diversity and difference. <i>Cues: Diversity includes but is not limited to, the impact of age, gender, religion, cultural beliefs, sexual orientation, ethnicity, ability</i>							
I adapt approach to consider impact of diversity on occupational therapy service outcomes.							
I demonstrate willingness to set team goals and priorities, measure progress, and learn from experience together as a team.							
I enable parties to openly communicate and consider other opinions.							
I manage differences, misunderstandings, and limitations that may contribute to inter-professional tensions in an effective and diplomatic manner.							
<b>Provide specific examples for Competency 5.5</b>							

## COTNS -Continuing Competency Program

### Unit 6: Engages in Professional Development:

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists engage in professional development for safe, ethical and effective practice.				Occupational therapists engage in professional development for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
<b>Competency 6.1: Uses self-evaluation, new learning, and evidence in professional development.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency D.1: Uses self-evaluation, new learning, and evidence in professional development.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I conduct regular assessment of personal learning needs required to ensure ongoing competence. <i>Cues: monitor impact of change in practice, monitor changes in context, identify changes in responsibility areas requiring new learning; identify risks and supports to personal competence; identify personal and professional abilities and limitations that may impact on professional practice</i>				I conduct regular assessment of personal learning needs required to ensure ongoing competence. <i>Cues: monitor changes in context, identify changes in responsibility areas requiring new learning; identify risks and supports to personal competence; identify personal and professional abilities and limitations that may impact on professional practice.</i>			
I adjust assessment of personal learning needs with external information. <i>Cues: performance review, client feedback, peer feedback, supervisor feedback</i>				I adjust assessment of personal learning needs with external information. <i>Cues: performance review, peer/supervisor feedback.</i>			
I review various sources of information and new knowledge and determines applicability to practice. <i>Cues: research articles, databases, guide- lines, expert opinion, conferences, discussion groups, critical appraisal</i>				I review various sources of information and new knowledge and determines applicability to work. <i>Cues: research articles, databases, guide- lines, expert opinion, conferences, discussion groups, critical appraisal.</i>			
<b>Provide specific practice examples for Competency 6.1</b>				<b>Provide specific practice examples for Competency D.1</b>			

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>		
<b>Occupational therapists engage in professional development for safe, ethical and effective practice.</b>				<b>Occupational therapists engage in professional development for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.</b>			
<b>Competency 6.2: Demonstrates commitment to continuing competence.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency D. 2: Demonstrates commitment to continuing competence.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I maintain the knowledge, skills, and attitudes to provide safe, efficient, and effective service in areas of practice. <i>Cues: Essential Competencies, evidence informed practice</i>				I maintain the knowledge, skills, and attitudes to provide safe, efficient, and effective service in areas of work practice. <i>Cues: Essential Competencies, evidence informed practice</i>			
I integrate new knowledge, skills, and attitudes into practice.				I integrate new knowledge, skills, and attitudes into work.			
I implement a plan for continual professional improvement.				I implement a plan for continual professional improvement.			
I take action to address deficiencies to enhance practice. <i>Cues: acquiring needed knowledge and skills</i>				I take action to address deficiencies to enhance work. <i>Cues: acquiring needed knowledge and skills</i>			
<b>Provide specific practice examples for Competency 6.2</b>				<b>Provide specific practice examples for Competency D.2</b>			

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists engage in professional development for safe, ethical and effective practice.				Occupational therapists engage in professional development for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
Competency 6.3: Enhances personal competence through integration of ongoing learning into practice.	1. Yes	2. Area for Growth	3.- Not Applicable	Competency D.3: Enhances personal competence through integration of ongoing learning into work.	1. Yes	2. Area for Growth	3.- Not Applicable
I keep abreast of changes in practice setting that affect scope of practice. <i>Cues: advances in technology, changes in scope of practice, new and revised standards of practice, evidence informed practice</i>				I keep abreast of changes in work setting that affect scope of work. <i>Cues: advances in technology, changes in scope of practice, new and revised practice standards, evidence informed practice</i>			
I adapt to changes in practice using evidence, practice standards, and best practices.				I adapt to changes in work using evidence, practice standards, and best practices.			
I enhance knowledge, skills, and attitudes in needed areas of personal competence.				I enhance knowledge, skills, and attitudes in needed areas of personal competence.			
<b>Provide specific practice examples for Competency 6.3</b>				<b>Provide specific practice examples for Competency D.3</b>			

## COTNS -Continuing Competency Program

### Unit 7: Manages Own Practice and Advocates within Systems

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.				Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
<b>Competency 7.1: Manages day-to-day practice processes.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency E.1: Demonstrates commitment to safety.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I prioritize professional duties including when faced with multiple clients and competing needs.				I demonstrate knowledge of policies and procedures as they relate to work and work setting.			
I allocate occupational therapy services balancing client needs and available resources.				I integrate safety practices into daily activities.			
I balance work priorities and manage time with respect to client services, practice requirements, and professional responsibilities.				I demonstrate situational awareness by continually observing the whole environment, thinking ahead, and reviewing potential options and consequences.  <i>Cues: work or work settings that might lead to high risk situations</i>			
I manage professional responsibilities by recognizing personal and professional limits of functioning.  <i>Cues: limits or stops work if physically or mentally unable to practise safely and effectively; monitors impact of work-life balance on professional responsibilities</i>				I recognize safety problems in real-time and responds to correct them, preventing them where possible.			
<b>Provide specific practice examples for Competency 7.1</b>				<b>Provide specific practice examples for Competency E.1</b>			

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.				Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective development, delivery, oversight and/or improvement of systems and services.			
<b>Competency 7.2: Manages assignment of service to support personnel, other staff, students, and others under the occupational therapist’s supervision.</b>	1. Yes	2. Area for Growth	3.- Not Applicable	<b>Competency E.2: Participates in quality improvement initiatives.</b>	1. Yes	2. Area for Growth	3.- Not Applicable
I adhere to regulatory requirements and/or guidelines relating to the assignment of tasks and supervision of support personnel, students of occupational therapy, and other students. <i>Cues: delegates and assigns per standards, guidelines and regulations; student supervision directives</i>				I demonstrate accountability for quality of own work. <i>Cues: improve outcomes, increase efficiency, mitigate errors, reduce waste, and minimize delays.</i>			
I orient to role, duties, and responsibilities.				I show awareness of health systems, error, and safety concepts. <i>Cues: human factors, patient safety, systems design, risk management, context specific safety solutions</i>			
I support effectiveness and safety through monitoring, preceptorship, supervision, mentoring, teaching, and coaching.				I work with others in quality improvement initiatives. <i>Cues: others can include staff, team members, clients, others in work environment</i>			
I assign appropriate work activities.				I take action on identified risks to self, others or work setting. <i>Cues: disclosure</i>			
I provide regular feedback and evaluation. <i>Cues: learning objectives, feedback, evaluation forms</i>				I advocate for change to ensure that recommended interventions are implemented and sustained.			
<b>Provide specific practice examples for Competency 7.2</b>				<b>Provide specific practice examples for Competency E.2</b>			

## COTNS -Continuing Competency Program

<b>CLINICAL WORK</b>	<b>Competence Rating</b>			<b>NON-CLINICAL WORK</b>	<b>Competence Rating</b>			
<b>Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.</b>	<b>1. Yes</b>	<b>2. Area for Growth</b>	<b>3.- Not Applicable</b>		<b>1. Yes</b>	<b>2. Area for Growth</b>	<b>3.- Not Applicable</b>	
<b>Competency 7.3: Contributes to a practice environment that supports client-centered occupational therapy service, which is safe, ethical and effective.</b>								
I participate in established organizational processes. <i>Cues: workload measurement, annual performance reviews.</i>								
I manage risk in practice to prevent and mitigate safety issues. <i>Cues: infection control, client safety, work- place safety, workplace hazards, harassment legislation, labour laws</i>								
I take appropriate action to align consistency of practice environment requirements with regulatory requirements. <i>Cues: number of years to keep client records, requirements for blanket or client-specific con- sent, addresses differences with facility leaders</i>								
<b>Provide specific practice examples for Competency 7.3</b>								

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
Competency 7.4: Demonstrates commitment for client and provider safety.							
I demonstrate knowledge of policies and procedures as they relate to client and provider safety.							
I integrate safety practices into daily activities. <i>Cues: hand hygiene; seeks assistance for transfers when needed</i>							
I demonstrate situational awareness by continually observing the whole environment, thinking ahead, and reviewing potential options and consequences. <i>Cues: settings or clinical areas that might lead to high-risk situations</i>							
I recognize safety problems in real-time and responds to correct them, preventing them from impacting the client.							
I employ safety techniques. <i>Cues: diligent information-gathering, cross-checking of information, using checklists, investigating mismatches between the current situation and the expected state</i>							
<b>Provide specific practice examples for Competency 7.4</b>							

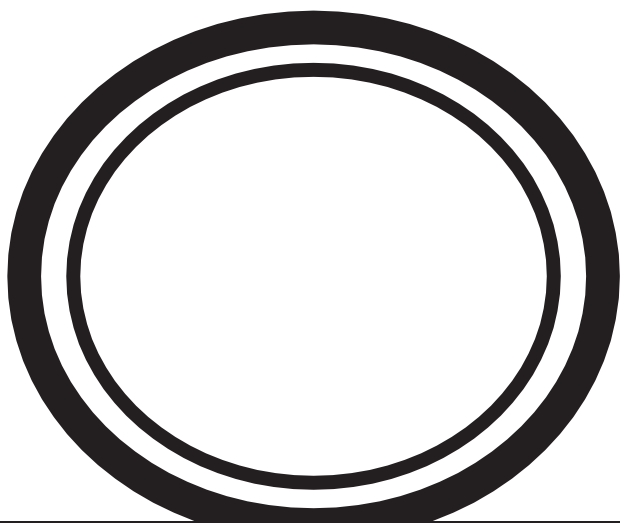


## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.  Competency 7.5: Participate in quality improvement initiatives	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I demonstrate accountability for quality of own practice. <i>Cues: improve outcomes, increase efficiency, mitigate errors, reduce waste, and minimize delays</i>							
I show awareness of health systems, error, and client safety concepts. <i>Cues: human factors, systems design, risk management, context specific safety solutions</i>							
I work with clients and others in quality improvement initiatives.							
I take action on identified risks to self, client or practice setting. <i>Cues: disclosure, improves practice</i>							
I advocate for change to ensure that recommended interventions are implemented and sustained							
<b>Provide specific practice examples for Competency 7.5</b>							

## COTNS -Continuing Competency Program

CLINICAL WORK	Competence Rating			NON-CLINICAL WORK	Competence Rating		
Occupational therapists manage the quality of practice and advocate within systems for safe, ethical and effective practice.							
<b>Competency 7.6: Advocates for the occupational potential, occupational performance, and occupational engagement of clients.</b>	1. Yes	2. Area for Growth	3.- Not Applicable		1. Yes	2. Area for Growth	3.- Not Applicable
I balance the ethical and professional issues inherent in client advocacy including altruism, autonomy, integrity, and idealism.							
I manage the conflict inherent between advocacy role for a client and manager of finite services and resources.							
I advocate appropriately for the role of occupational therapy to clients and the inter-professional team.							
I communicate the role and benefits of occupational therapy in occupational performance and occupational engagement.							
I act on identified advocacy, promotion and prevention opportunities for occupation and occupational performance with individuals for whom occupational therapy services are provided.							
<b>Provide specific practice examples for Competency 7.6</b>							



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