



CMTPEI

COLLEGE OF MASSAGE THERAPISTS
OF PRINCE EDWARD ISLAND

CONTINUING EDUCATION AND COMPETENCY PROGRAM INSTRUCTION GUIDE

DEVELOPED 2022

Table of Contents

Introduction	1
Standards of Practice and Code of Ethics Related to Continuing Education and Competency Program	2
Massage Therapy Standards of Practice	2
Accountability for Standards	2
Massage Therapy Code of Ethics	2
Principle IV- Responsibility to the Public	2
About the Continuing Education and Competency Program	3
STEP 1: The Annual Self-Assessment of Individual Competency (March-May).....	3
Before you start your self-assessment	3
Starting your self-assessment	4
STEP 2: Develop and Implement a Learning Plan (May-February).....	4
Starting Your Learning Plan.....	4
Developing Your Learning Plan	5
Helpful Hints	5
Some Learning Goals Do Not Meet CEC Requirements.....	5
STEP 3: Reflective Practice (February/March)	6
Reflective Practice Framework	6
Important to Know.....	6
STEP 4: The Audit Process.....	7
How the Audit Works	7
Outcomes of the Audit	7
Audit Reminders	8

The College wishes to thank the College of Licensed Practical Nurses of PEI and the Nova Scotia College of Licensed Practical Nurses as well as the Nova Scotia College of Respiratory Therapy for permission to amend and use their documents pertaining to Continuing Competency Program Instructions.

Introduction

The College of Massage Therapists of Prince Edward Island (CMTPEI, or the College) is the regulatory body for Massage Therapists (MT) in Prince Edward Island. The College's objective is to protect the public by promoting the provision of safe, competent, ethical care and services by College registrants. The College meets its legislative mandate by:

- Establishing and enforcing requirements for entry into the profession;
- Maintaining an annual registration process, and;
- Developing Standards of Practice, Code of Ethics, and a Continuing Education and Competency Program for its registrants.

Continuing competency is the career-long learning through adapting and refining the application of knowledge, skill, and judgment required to practise safely and ethically in a designated role and setting, as a Massage Therapist.

To help Massage Therapists track their continuing education and competency, CMTPEI has developed this Instruction Guide, a Self-Assessment Tool, and Learning Plan Form.

Standards of Practice and Code of Ethics Related to Continuing Education and Competency Program

Registrants of the CMTPEI are accountable for their own practice and actions at all times and have a professional obligation to attain and maintain competency relevant to their practice area(s). Competency is acquired and maintained through lifelong learning, the integration of learning into one's practice and reflective practice. Completion of the Continuing Education and Competency program (CEC) is a requirement of every CMTPEI registrant, in every practice context, every year. This obligation is inherent to the Massage Therapist professions Standards of Practice and Code of Ethics:

Massage Therapy Standards of Practice

Accountability for Standards

The Massage Therapist must comply with any requirement as defined in any existing legislation, regulation or policy related to the performance of the therapist's job.

Massage Therapy Code of Ethics

Principle IV- Responsibility to the Public

Pursuing continued career-long, professional learning

These guidelines can assist you to meet your obligation to participate in the CEC program. Contact the College if you have any questions or visit the College Website at cmtpei.ca

About the Continuing Education and Competency Program

The Continuing Education and Competency program (CEC) is a formal process of assessing the ongoing knowledge, skills, and judgment of RMTs which make up the College registrants. It is a quality assurance mechanism implemented to ensure registrants are competent in their respective practice. The program contributes to the College's objective to protect the public interest. Some key items to keep in mind:

- CEC is a **mandatory component of the annual renewal** of registration
- Every registrant who holds a CMTPEI certificate of registration is expected to participate in or be compliant with the program requirements annually.
- Registrants not compliant with the program may be ineligible for a certificate of registration to practice as a Massage Therapist in Prince Edward Island.
- Compliance is determined through a review of the annual learning plan

The Continuing Education and Competency program has four components:

1. Self-Assessment
2. Learning Plan
3. Reflective Practice
4. Audit

STEP 1: The Annual Self-Assessment of Individual Competency (March-May)

The point of the self-assessment is to give you an opportunity each new registration year to assess your practice in relation to the practice expectations outlined in Standards of Practice for massage therapists and Code of Ethics. Your self-assessment reflects your individual practice, knowledge, and competency. CMTPEI has adopted the attached Self-Assessment Tool to assist therapists in this exercise.

Before you start your self-assessment

- Review your Standards of Practice and the Code of Ethics. They can be downloaded and printed or viewed online at under *General Information - Laws, Ethics and Standards* (cmtpei.ca/documents)
- The Self-Assessment Tool is designed to be used every year for five years so you can track your progress; however, a fresh copy can be printed from the College's website (cmtpei.ca/documents)

Starting your self-assessment

- Think about your practice as it relates to each indicator and rate yourself using the rating system
- If possible, compare your current score against your previous score and note the reasons for the changes in your year-to-year score (i.e., your score has improved because you have gained additional knowledge, or your score has lowered because you moved to a new practice context)
- Make comments on your strengths and opportunities for development as it relates to each group of standards. When you finish your self-assessment – Think about the overall assessment. Note the areas where you excel and areas where you may need improvement.

STEP 2: Develop and Implement a Learning Plan (May-February)

The point of the learning plan is to give you an opportunity to identify areas where you may want or need additional information so you may remain competent in your practice setting. The learning plan contains personalized strategies designed to help you set, meet, and evaluate your professional development or learning goals. The learning plan has four components;

- Learning Goals
- Objectives
- Timelines
- Reflective Practice (impact on practice and client outcomes)

Starting Your Learning Plan

The planning process can help you investigate methods of acquiring the skills, knowledge, and/or experience which is required for your role, or the role you aspire to have as a Massage Therapist. Learning plans can be based on the completion of formal education programs or from informal ways such as:

- staff meetings;
- consultations with other care providers;
- mentoring learners or new graduates/employees; or,
- participating in a research-based project, case preparation or a College committee or CMTPEI Council

Developing Your Learning Plan

1. Identify learning goals (May)

- Identify at least **two** things you would like to learn over the upcoming registration year. These are your learning goals.
- Your goals should be realistic and be specific to your practice environment as a Massage Therapist. (See: *Some Learning Goals Do Not Meet CEC Requirements* below).

2. Identify the rationale for your learning goals (May)

- Explain why you want to meet these goals.
- Connect the rationale to your practice.

3. Identify the objectives (May-June)

- Objectives are the activities you will undertake to achieve this learning goal.
- Throughout the year update your learning plan by listing specific learning interventions and activities as you complete them (May-February).

4. Indicate how your learning may improve your practice or positively impact client outcomes (March)

- It is important for your learning to be reflected on for the purposes of improving client outcomes.
- Knowing, or at least anticipating the overall impact of your learning will help you evaluate the effectiveness of your plan and future learning goals.

Helpful Hints

- Keeping a record of professional activities can help you keep track of what you have completed. Proof of these activities could also be requested during an Audit.
- It is also important that you keep a summary of key learning points from each activity as this will be helpful at the end of the year when you are reflecting on the overall impact of your learning.
- The blank Learning Plan Form and a completed plan sample are available on the website (cmtpei.ca/documents).

Some Learning Goals Do Not Meet CEC Requirements

It is important to note employer-mandated education and/or review of knowledge (i.e. CPR, WHMIS, etc.) are not considered acceptable learning goals because they are not specific to your profession because they also apply to a variety of non-registered care providers.

STEP 3: Reflective Practice (February/March)

The point of reflective practice is to give you an opportunity to think about the overall impact of your learning. Reflective practice is a continual process where you analyze and evaluate your professional experiences to promote professional growth and gain insight (Tarrant, 2013). It is the most critical component of continuing education and competency because this is where you connect the impact of your learning directly to improvements in your practice or client outcomes.

Reflective Practice Framework

Reflective practice is documented in the evaluation of your annual learning plan.

There is a number of ways to document reflective practice. For your information, the College has provided the following framework to guide you:

I have increased my competency in (*whatever you identified as your learning goal*) **by** (*list the activities in your learning goal*). **As a result,** (*identify how your practice has improved*). **This means** (*outline how your clients and / or profession are positively impacted by your learning*).

Important to Know

- Reflective practice is the most important element of continuing competency because it is tied directly to improvements in your practice and client outcomes.
- You cannot reflect on or explain how your practice has been improved using learning goals that have yet to be implemented or accomplished (See *Audit Process*, pages 7 and 8).
- Compliance with the annual competency program requirements cannot be achieved by simply submitting lists of learning activities that do not include a reflective evaluation.
- Registrants **MUST** declare as part of the annual renewal that they have completed the required CEC program.

Read more about reflective practice on the website: cmtpei.ca/cec-reflective-practice

STEP 4: Audit Process

The purpose of the audit is to ensure CMTPEI registrants are compliant with program requirements. The audit helps the College meet its mandate to govern its members in the public interest. The audit is required by the Regulated Health Professions Act (RHPA), Section 60.1. Most self-regulated professionals have a competency program which includes an audit.

How the Audit Works

Starting in 2023 and every year thereafter, beginning approximately in May, a list of registrants will be randomly selected. Those on the list will be required to submit their learning documents to the College for review. The process is as follows:

- Registrants selected for the audit are notified by email and provided with instructions regarding the process and the documents they are required to submit.
- Submission of documents is time sensitive and there are consequences of missing a submission deadline.
- Once documents are received by the College, a committee of your professional peers reviews each one to determine if there is sufficient evidence of compliance with the program requirements.
- Compliance is achieved when learning goals or activities:
 - have been completed within the specific dates;
 - apply to massage therapy practice, and;
 - have a sufficient reflective practice evaluation (See *Reflective Practice*, page 6).

Outcomes of the Audit

Typically, registrants are notified of the audit results within seven (7) days of the committee meeting.

There are three possible outcomes:

1. Compliance with CEC can be determined, and no further action required;
2. Compliance cannot be fully determined, and more information or clarity is required. Depending on the nature of what is required this may be done by phone or via regular/electronic mail, or;
3. There is no indication of compliance.

If there is no indication of compliance, the registrant file will be flagged, and the Audit Committee will notify the Registrar to begin the remediation process.

Continued non-compliance with the CEC program may result in:

- A loss of your registration and the removal of your name from the College Registry
- The inability to use a protected professional title MT, RMT
- Notification to your employer (if applicable) that you are no longer licensed to practice in the province of Prince Edward Island.
- Audit Committee referring non-compliant registrant to the Investigation Committee for professional misconduct

Audit Reminders

The audit is about reviewing documents outlining learning activities that have been completed in the previous registration year.

Registrants declaring that they have not completed the required CEC program at registration renewal will be required to complete the program within 30 days and will have conditions imposed on their registration. Continued non-compliance may result in the revocation of the registrant's registration. Late submissions and/or non-compliant files will be selected for an audit the following year.

Learning activities falling outside the audit date range cannot be included in consideration of compliance unless prior approval is given by the Registrar or Audit Committee.

Registrants who choose not to participate in the CEC program will eventually be ineligible to renew their certificates of registration as outlined in Section 25(1) of the Regulated Health Professions Act (RHPA) and Sections 11(1)(2) of Massage Therapists Regulations.

For more information, contact the CMTPEI staff by phone at 902-916-6656 or through the website (cmtpei.ca/contact-us).