



CCP Audit Form

CCGT Year: _____

Program Number: _____

Reviewed by (committee members initial here): _____

SAT:

- Date last completed/updated: _____
- Meets requirement (every 3 years)
- Does not meet requirement (instruct to complete)

Current Year Goals and Reflection

Competence Goal(s):

- Goal was specific and simply stated, measurable, achievable, realistic and tangible.
- Goal was very general; it is recommended that you formulate goals that are specific, measurable, achievable, realistic, and tangible.
- Goal was written in a manner that did not identify how the target would impact competency (for example, a goal that states "I will organize my files" or "I will improve the timeliness of my documentation" does not explicitly state how one's competence improves as a result. By contrast, a goal such as "I will improve my organizational skills by investigating and learning about strategies that will assist me to re-vamp the file management system in my office" or "I will learn organizational strategies to improve office efficiency" clearly identifies how one's competence is affected).
- Other: _____

Competence Activities:

- Activities completed were relevant to achieving your goal.
- It was not clearly evident how activities completed related to achieving the goal; it is recommended that you consider competence activities that will clearly facilitate achieving your goal.
- In the future, please provide the specific reference for key articles, book chapters, or courses that were read or attended.
- Other: _____

Reflection & Evaluation:

- It is evident how new knowledge/skills were applied to your practice and how your practice was affected or enhanced.
- It is not clearly evident how practice was affected or enhanced through completion of the competence plan; it is recommended that you elaborate on how new knowledge/skills were applied to your practice and how your practice was affected or enhanced.
- Other: _____

External Feedback to Support Learning Component (if applicable):

- Not Applicable

Case Review Option

- In response to question 9, it was clearly evident that learning took place based on a review of the case. If no new learning took place, an indication of why this occurred is evident in the response.
- In response to question 9, it was not clearly evident what learning took place based on a review of the case. Please provide additional information regarding any learning that occurred, or, indicate why no new learning took place.
- Reflection on external feedback was thorough/complete and provided concrete examples of learning activities or new approaches to your work as a result of receiving the feedback. If no new learning was achieved, some explanation of why this was the case was provided.
- Reflection on external feedback was general/non-specific; please provide additional details or examples of useful feedback to promote improved practice in the future.

Peer Feedback Option

- Regulated member provided the peer with specific, relevant points to consider when providing feedback.
- Regulated member provided very general, non-specific direction to the peer with regard to the type of feedback they were requesting; in the future, please provide specific direction to your peer so that he/she can provide meaningful feedback to you.
- Reflection on external feedback was thorough/complete and provided concrete examples of learning activities or new approaches to your work as a result of receiving the feedback. If no new learning was achieved, some explanation of why this was the case was provided.
- Reflection on external feedback was general/non-specific; please provide additional details or examples of useful feedback to promote improved practice.

Guideline/Document Review Option

- Reflection was thorough and complete, addressing some or all of the guiding questions as outlined on the review form. It was evident that either new learning took place or a confirmation of existing practices occurred.
- Reflection was general and incomplete; it was not evident that any new learning or confirmation of current practices took place as a result of reviewing the guideline/document. Please provide additional information regarding how reviewing this guideline/document might impact your practice in the future or guide you to learn more about a particular aspect of your practice.

Upcoming Year CCGT: _____

Competence Goal(s):

- Goal was specific and simply stated, measurable, achievable, realistic and tangible.
- Goal was relevant to your role/practice setting.
- Goal was very general; it is recommended that you formulate goals that are specific, measurable, achievable, realistic and tangible.
- Goal was written in a manner that did not identify how the target would impact competency (for example, a goal that states “I will organize my files” or “I will improve the timeliness of my documentation” does not explicitly state how one’s competence improves as a result. By contrast, a goal such as “I will improve my organizational skills by investigating and learning about strategies that will assist me to re-vamp the file management system in my office” or “I will learn organizational strategies to improve office efficiency” clearly identifies how one’s competence is affected).
- Other: _____

Audit Committee Overall Decision:

- CCP criteria met (no further action)
- Suggestions provided for future submissions (no resubmission required)
- Resubmission of one or more parts of CCP required (listed)

- Other (specify): _____