

College of Occupational Therapists of British Columbia



REQUEST FOR PROPOSALS

Quality Assurance Program (QAP) Development and Evaluation

Issue Date: November 8, 2021

Due Date: December 17, 2021

ABOUT US

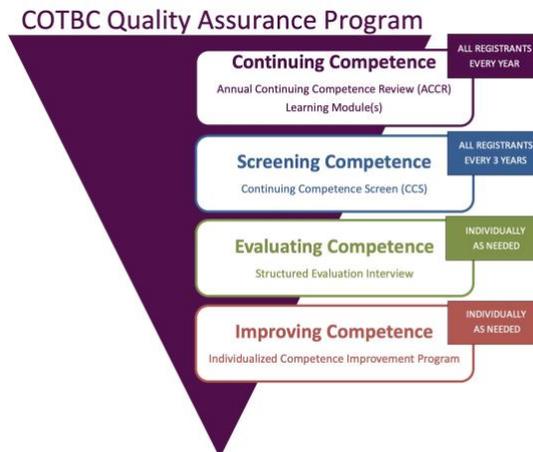
Governed by the [Health Professions Act](#), the College of Occupational Therapists of British Columbia (COTBC or the “College”) is responsible for regulating the profession of occupational therapy in the province. The College’s mandate is to protect the public and one of the principal ways the College meets this responsibility is the administration of a Quality Assurance Program (QAP). The College is committed to advancing the quality of its programs and services through ongoing consultation and evaluation.

PROJECT SUMMARY

The College’s Board recently approved changes to the QAP framework recommended by the Quality Assurance Committee. The COTBC has issued this request for proposals from those with subject matter expertise to assist the College in building out the approved changes.

Background

After completing a review process, the Quality Assurance Committee recommended revising the assessment component of the QAP, moving from a Continuing Competence Exam every six years to a two-step process every three years that includes a Continuing Competence Screen (completed by all registrants) and a Structured Evaluation Interview (completed by registrants identified via the screen).



Objective

To inform and support the development and validation of the approved adjustments to the College's QAP framework, specifically:

1. A case-based practice quiz – a tool already utilized in the College's Annual Continuing Competence Review that will need to be refined for use in a two-part screening process of competence.
2. A self-assessment questionnaire – a tool (currently in draft format) grounded in evidence to be used in a two-part screening process based on risks to competence and public safety.
3. A structured evaluation interview – a scoreable tool (not yet developed) grounded in evidence to evaluate competence and identify occupational therapists who would benefit from participating in an individualized competence improvement program.

Project Scope

Applicants are requested to submit their proposals describing the logical steps and project activities required to move the QAP framework from the former Continuing Competence Exam to the two-step process of screening and evaluating competence that includes:

- An expert opinion on the QAP framework comparing to current thinking and evidence in competence assessment and evaluation for health professionals.
- Reviewing, informing, testing, validating, and finalizing the above-listed tools for screening and evaluating competence.
- A recommended approach for developing and validating a Registrant Competence Evaluation Selection Policy, based on the above screening tools, to identify occupational therapists who would benefit from participating in further evaluation of their competence and/or an individualized competence improvement program.
- Recommendations for QAP framework outcome measures.
- Identification of topics for research opportunities.

Project Deliverables

1. A project plan indicating the methodology to be used, timeline, costs, and deliverables based on the scope of the project listed above, to be validated by an advisory group consisting of COTBC staff and the Quality Assurance Committee.
2. Implementation of the project plan, including finalized and defensible tools for screening and evaluating competence.
3. Attendance and presentations at advisory group meetings as needed.
4. Provision of regular updates to the Manager, Quality Assurance Program.
5. Briefing notes and/or reports as needed, including a final report at project completion by to summarize final recommendations and project outcomes.

Timeline

It is expected that a contract will be awarded by the end of January 2022, with a project completion date no later than the end of September 2023. The goal is to implement the QAP framework in alignment with timelines for the annual registration renewal cycle, which means go-live date would be May 2023. The proposed project completion date allows time for post-implementation evaluation.

**Note: The College is waiting for updates on the Ministry of Health's Modernization of Health Professional Regulation plans, which could impact timelines and project completion not within the College's control.*

Key Resources

- *Essential Competencies of Practice for Occupational Therapists in Practice, 3rd Ed.*, available at: <https://cotbc.org/library/cotbc-standards/essential-competencies/>
- CORECOM Project – anticipated update to essential competencies in 2022, available at: <https://www.corecomcanada.com/english>
- COTBC Standards of Practice, available at: <https://cotbc.org/library/cotbc-standards/>

APPLICANT QUALIFICATIONS

The successful applicant(s) must have:

- Extensive experience in post-entry level competence development and assessment.
- Familiarity with professional regulatory environment and organizations.
- Graduate degree in an appropriate field or commensurate experience.
- Demonstrated capacity to conduct evaluation research.
- Demonstrated excellence in facilitation skills and written communications.
- Demonstrated ability to complete all deliverables within a specified project budget and timeline.

PROPOSAL FORMAT AND CONTENTS

Proposals should include:

1. The suggested logical steps and project activities required to move the QAP framework from an exam to the two-step process of screening and evaluating competence per the description of the project scope.
2. A proposed timeline (critical path) noting key milestones and deliverables.
3. A breakdown of anticipated costs based on project milestones and deliverables.
4. A cover letter and curriculum vitae for the consultant(s) including:
 - related experience and/or a brief description of related work and,
 - three references (email and telephone contact information) from previous or current clients.

PROPOSAL SUBMISSIONS

Proposals will be accepted until **December 17, 2021**.

Please submit to:

Heather Burrett
Manager, Quality Assurance Program
Email: hburrett@cotbc.org

Questions or requests for clarification can also be directed to the same email address.