

## College of Occupational Therapists of British Columbia REQUEST FOR PROPOSALS



**Issue Date: November 10, 2018**

**Due Date: January 2, 2018**

The College of Occupational Therapists of British Columbia (COTBC) is the organization responsible for regulating the profession in the province. The duties and obligations are outlined in the *Health Professions Act* and the *Occupational Therapists Regulation*. Our primary role is to ensure the public receives safe, ethical and quality occupational therapy services. One of the ways in which we meet our responsibilities is the administration of a Quality Assurance Program.

### **Quality Assurance Program (QAP) Evaluation**

COTBC is committed to advancing the quality of its programs and services through ongoing evaluation. As the College approaches the completion of the first cycle of its Quality Assurance Program (QAP), it is examining the impact of current policies, procedures, and practices on program outcomes. It is currently seeking outside evaluators for two projects. Those interested may submit proposals for one or the other project or both.

## **PROJECT ONE: Exploring competence assessment of occupational therapists in non-clinical roles**

### **Background**

The competence assessment component of the QAP requires occupational therapists to pass the Continuing Competence Exam (CCE) which is held every six years beginning in 2016. Passing the CCE is the continuing competency requirement to renew their registration in that year. For occupational therapists to practice in B.C. and use the title "Occupational Therapist" they must be registered with the College.

During the 2016 CCE administration, approximately 68 occupational therapists in nonclinical roles<sup>1</sup> received exemptions from writing the CCE, as the exam was designed for occupational therapists whose primary role was direct client/patient care. However, given that competency requirements apply to all registrants and occupational therapists could assume any role, a method of assessment(s) for occupational therapists in nonclinical roles is necessary. In the interest of registrant engagement, the Quality Assurance Committee would like to explore what occupational therapists who received the nonclinical exemptions feel would be a fair and

---

<sup>1</sup> ...professions are comprised of individuals who are facilitators (Houle, 1990), (for example, occupational therapists whose practice includes the provision of services such as education, research, regulation, policy development, professional leadership). These positions offer important contributions in the development and advancement of the profession. Individuals holding these positions should continue to utilize the professional designation of "Occupational Therapist" along with their job title such as professor, researcher, manager, or policy maker. (*Position Statement: Professional identity, individual responsibility and public accountability through the use of title in occupational therapy*, ACOTRO, ACOTUP, CAOT, COTC, & OTPAC, 2013.)

reasonable assessment of their practice, as well as identified stakeholders (e.g. colleagues, superiors, public representatives).

### **Purpose/Goal**

To inform the development of an assessment to be used in our QAP for occupational therapists in nonclinical roles.

### **Scope of the Project**

Conduct focus group(s) (or proposed alternate methodology) with occupational therapists who received nonclinical exemptions to describe and classify their:

- Perceptions of what would be fair and reasonable with respect to a continuing competence assessment;
- Importance ratings of each of the Essential Competencies for NonClinical Work in the continuing competence of occupational therapists in nonclinical roles to work safely, effectively, and ethically;
- Confidence ratings in demonstrating competence in each of the Essential Competencies for NonClinical Work;
- Current work-related assessments/evaluation of their work;
- Suggested approaches/tool(s) for an assessment for non-clinical occupational therapists; and
- Identified issues and topics for further research.

Conduct focus group(s) (or proposed alternate methodology) with identified stakeholders to describe and classify their:

- Perceptions of what would be a fair and reasonable assessment of continuing competence for occupational therapists in nonclinical roles;
- Importance ratings of each of the Essential Competencies for NonClinical Work in the continuing competence of occupational therapists in nonclinical roles to work safely, effectively, and ethically;
- Suggested approaches/tool(s) for an assessment for non-clinical occupational therapists; and
- Identified issues and topics for further research.

## **PROJECT TWO: Participant's Perceptions of Competence Improvement**

### **Background**

Competence Improvement (CI) is the third component of the QAP. Occupational therapists only participate in this component if they are unsuccessful in passing the CCE after two attempts. If participants are not successful in Competence Improvement, they are unable to renew their registration and thus, practice occupational therapy in BC. There were 13 participants in Competence Improvement who were required to complete a Practice Enhancement (PE) Plan, based on areas of concern identified in their exam results. To date, seven have successfully completed and the other six are continuing to work on their PE Plans

or have cancelled their registration. Due to the small numbers involved and the highly sensitive and individual nature of the participants' involvement exploring issues salient to the participants is desired. The Quality Assurance Committee is proposing semi-structured interviews be conducted on an individual basis with any of the participants willing to provide consent.

### **Purpose/Goal**

To provide evidence regarding the participant's perceived effectiveness of the Competence Improvement policies, procedures and practices, in meeting this component's outcomes.

### **Scope of the Project**

Semi-structured interviews (or other proposed methodology) with occupational therapists who participated in Competence Improvement to describe and classify their:

- a. Reflections on their experiences in Competence Improvement;
- b. Perceptions of the effectiveness of this element in meeting the Quality Assurance Program outcomes specific to this element;
- c. Suggested topics for further research.

---

### **Requirements Which Apply to Both Projects**

#### **Deliverables** (for each project)

- a. Prepare a project plan indicating the methodology to be used, timeline, costs, and deliverables.
- b. Confirm the project plan with an advisory group consisting of COTBC staff and selected members of the Quality Assurance Committee.
- c. Review the program documents related to the Quality Assurance Program.
- d. Attend advisory group meetings
- e. Provide monthly written status reports of not more than two pages, as well as oral reports as requested.
- f. Produce a draft report for review by the advisory group.
- g. Suggest topics for further research in this and related areas.
- h. Finalize the report by working with COTBC staff and peer reviewers, and through feedback from field-based examination of the draft report.

#### **Main Audience for Reports**

Quality Assurance Committee reporting to the College Board.

#### **Qualifications**

The successful proponent should possess at a minimum:

- a. Extensive experience in post-entry level competence development and assessment.
- b. Familiarity with professional regulatory environment and organizations.
- c. Graduate degree in an appropriate field or commensurate experience.
- d. Demonstrated capacity to conduct evaluation research.

- e. Demonstrated excellent ability in facilitation skills and written communications.
- f. Demonstrated ability to complete all deliverables within a specified project budget and timeline.

### **Budget**

The funding for the two projects is \$15,000 combined. This figure is inclusive of all hourly charges, consultant travel, associated costs, and GST.

Associated meeting costs for the project will be covered by COTBC.

Interested parties may bid on one or the other projects, or both.

### **Timeline**

It is expected that a contract for the work will be in place by February 1 with a completion date no later than June 15, 2018.

### **Proposal Format and Contents**

Proposals should include:

- a. A description of the methodological approaches with an explanation of why the proposed methodology is appropriate for the project objectives.
- b. A timeline (critical path) noting key milestones/deliverables.
- c. A breakdown of costs based on project milestones/deliverables.
- d. A description of the consultant(s) including:
  - the related experience of the principal individuals;
  - a brief description of related work; and
  - a list of previous clients.
- e. Three references from previous or current clients.

### **Key Background Documents**

- *Essential Competencies of Practice for Occupational Therapists in Practice, 3<sup>rd</sup> Ed.*, available at: <https://cotbc.org/library/cotbc-standards/essential-competencies/>
- Quality Assurance Program background information available at: <https://cotbc.org/quality-practice/quality-assurance-program/>
- *Position Statement: Professional identity, individual responsibility and public accountability through the use of title in occupational therapy.* available at: <https://cotbc.org/library/joint-position-statements/>
- Available once contracts is signed:
  - Further background material re: development of the current assessment and remediation tools.
  - Current Quality Assurance Program Work plan

**Questions**

For more information on these projects please contact COTBC's Quality Assurance Program Director Mary Clark by phone at: 604-536-4575 or by email at: [mclark@cotbc.org](mailto:mclark@cotbc.org).

**To Submit**

**Proposals will be accepted until Tuesday, January 2, 2018 at 4:00 pm PST.**

Please submit by email to:  
Mary Clark  
Quality Assurance Program Director  
[mclark@cotbc.org](mailto:mclark@cotbc.org)