

WORK PLAN - 2015

C-499-5.4 Appendix B

CONTINUING PROFESSIONAL DEVELOPMENT, COMPETENCE AND QUALITY ASSURANCE TASK FORCE (CPDCQATF)

Approved by Committee: March 27, 2015	Review Date: <i>TBD</i>		
Approved by Council: <i>March 2015</i>	Approved Budget:		
Mandate [as approved by Council]:	<p>There are no specific powers assigned to this committee by the Professional Engineers Act, Regulation 941/90 or By-Law 1.</p> <p>The mandate of the committee is to fulfill the second of the additional objects of the Act:</p> <p style="margin-left: 40px;"><i>2(4) For the purpose of carrying out its principal object, the Association has the following additional objects:</i></p> <p style="margin-left: 40px;"><i>2. To establish, maintain and develop standards of knowledge and skill among its members.</i></p>		
Terms of Reference [Key duties]:	<p>The Continuing Professional Development, Competency, and Quality Assurance Task Force is directed by PEO Council to prepare a plan for a comprehensive program of continuing professional development and quality assurance with a strong focus on competency. The key elements of the task force's duties are:</p> <ol style="list-style-type: none"> 1. 'determine the public interest oriented goal or goals for the proposed CPD program 2. determine the form of CPD most capable of achieving the identified goal or goals 3. consider how a competency assurance program can be used in conjunction with a continuing professional development program both to assess the program's effectiveness and to provide information on how the CPD program can be improved 		
Tasks, Outcomes and Success Measures:	Task/Activities:	Outcomes Success measures	Due date:
	<ol style="list-style-type: none"> 1. Develop facts to support continuing professional development program policy. <ol style="list-style-type: none"> a. Prepare and undertake a survey of practitioners on attitudes to CPD (% doing CPD, # hours spent/year, willingness to comply with program, concerns, etc.) b. Conduct survey of employers, clients and regulators regarding their views on practitioner competence, knowledge, skills and quality of service c. Hold a workshop, in cooperation with Ontario Centre for Engineering and Public Policy, to investigate options for CPD and QA programs. 2. Consider implications of "knowledge assurance" versus competent practice. <ol style="list-style-type: none"> a. Which does PEO want to promote? b. Another option is to consider the difference between motivating practitioners to adopt "advanced practices" or maintaining "standard practices". 	<p>Survey results presented to PEO by vendor</p> <p>Survey results presented to PEO by vendor</p> <p>Report on workshop provided to Task Force</p> <p>Decision on options made by Task Force</p>	<p>September 2015</p> <p>September 2015</p> <p>June 2015</p> <p>June 2015</p>

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	<p>3. Define 'practising' and 'non-practising'</p> <ul style="list-style-type: none"> a. Identify methods of confirming 'non-practising' status b. Determine whether CPD and quality assurance required for 'non-practising' license holders <p>4. Identify common body of professional knowledge required for all practising license holders (e.g. use of seal, ethical obligations, duty to report, professional practice guideline, relevant external legislation, etc.)</p> <p>5. Identify problem statement and core principle of CPD program. Currently, TF holds the following as core principle: The CPD program requirements for each practitioner must be based on a statement of risk associated with area of practice which is identified as part of the individual's work description.</p> <p>6. Determine whether core CPD training required to ensure all practising license holders are aware of common body of professional knowledge</p> <p>7. Identify and assess methods of assuring that practising license holders are maintaining competence in technical skills and knowledge required for their practice</p> <ul style="list-style-type: none"> a. Reliance on external certification and designation programs b. Establish criteria for evaluation of individual CPD programs c. Involve CPD consultant to assist TF in defining CPD program requirements d. Determine the method for reporting (annual, every three years, etc.) and content of report e. Consider means for assessing their competence to continue practising f. Redefine 'professional misconduct' <p>8. Consider how to implement CPD on the basis of practitioner's risk to public</p> <ul style="list-style-type: none"> a. Define criteria and methodology for determining risk levels for individual practitioners b. Identify how individual risk levels will determine CPD requirements c. Identify risk reducers (e.g. organizational quality assurance programs) 	<p>Definitions agreed to by Task Force</p> <p>Document on common body of professional knowledge prepared by Task Force</p> <p>Statement of problem and core principle of CPD agreed to by Task Force</p> <p>Decision made by Task Force</p> <p>Report prepared by Task Force</p> <p>Report prepared by Task Force</p>	<p>June 2015</p> <p>October 2015</p> <p>October 2015</p> <p>October 2015</p> <p>December 2015</p> <p>December 2015</p>
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Committee/ Task Force Members	Chair Vice-Chair Ex-Officio	Past President Annette Bergeron LGA Councillor Chris Roney Councillor Dave Brown Amin Ghobeity Rick Hohendorf Tyler Ing Chris Maltby Marco Mariotti Sean McCann Bruce Miller President Dave Adams	Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014 Member since 2014
Council Liaison	None assigned		
Committee Advisor:	Bernard Ennis, P. Eng. Director, Policy and Professional Affairs		
Inter- committee collaboration:	The Task Force may consult and/or collaborate with the following PEO committees/task forces over the next year: Discipline Committee, Complaints Committee, Enforcement Committee, Chapter Chairs and various task forces.		
Stakeholders:	The Task Force may engage in dialogue with or seek consultations from the following during the next year: PEO Council, Ministry of Labour, Ministry of Municipal Affairs and Housing, Ministry of the Environment, Ministry of Transport, Electrical Safety Authority, Ontario Society for Professional Engineers, Consulting Engineers Ontario, OACETT, Engineers Canada, other provincial engineering associations, Ontario Association of Architects and others.		