

Continuing Competency Program – General Submission Form

Full Name:		SCPT #:	
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Domain:		Task:	
		Date Task Completed:	

Please Note: To meet the requirements of the CCP, all four (4) questions must be fully answered and should include responses that reflect:

- *the specific knowledge/skill acquired*
- *how that knowledge may benefit your practice and be implemented into practice*
- *methods/processes used for evaluating effectiveness of implementation*
- *the essential competencies chosen – their description should be related to the task chosen and knowledge gained.*

Task Description

1. Describe the task including details of what was completed, the setting, your role in the task, others involved (i.e. speaker/lecturer, care providers/managers/students etc.). Include links to pertinent documents or online resources if applicable.

Knowledge Translation/Implementation/Incorporation

Explanatory Note: Knowledge translation/implementation/incorporation can take many forms from incorporating a skill/technique, to ensuring a change is incorporated into your ongoing practice, to ensuring a concept is front of mind as you practice, to more involved implementation of system changes to your practice or workplace.

2. Summarize the knowledge that was learned from the task. In doing so, list and describe in some detail steps to ensure that the knowledge learned will be translated into your current or future practice (i.e., your individual practice, that of your peers, your patients and their care, etc.). If applicable, describe how any necessary changes to practice will be advocated for.

Evaluating Effectiveness

Explanatory Note: Evaluating effectiveness can take many forms from tracking self-reflection of how often you incorporated the change, to collecting/analyzing feedback (patient, peer, etc.), to tracking patient outcomes, to more involved research techniques.

3. Considering the knowledge learned from the task, fully describe how will you evaluate the effectiveness of knowledge translation and implementation into your current or future practice?

For example, which method of tracking change will you use (patient satisfaction, employer feedback, peer feedback, self-reflection tracking, patient-specific outcome measures (BERG, 6MWT, FIM, etc.), how will you implement the evaluation, track its results, and ultimately affect positive change in your practice?

Essential Competencies

4. Considering the [Essential Competencies](#)* related to the Domain, list at least two (one if domain is Leadership) Essential Competencies and **describe** how they were met by the completion of your task.

* **Ensure you have saved the file on your computer before clicking on the link to an external website.**