

USER GUIDELINES FOR CONTINUING COMPETENCY PROFILE (CCP)

The MARRT board has previously determined that a Registered Respiratory Therapist must achieve a minimum of 24 hours towards CCP in each audit year with 48 hours being the recommended amount for which to strive.

General Information:

For hours to be granted, the material learned must be applicable to the individual's day to day job as a Respiratory Therapist and/or to the individual's career development in Respiratory Therapy.

Day to day work will generally (except where noted) not be eligible for hour accumulation. The intent of CCP is for the individual to maintain their competency over and above that for which they are receiving a salary.

The category list, while extensive, is not all encompassing and will certainly be an evolving one. Activities not identified under the category list may be eligible for hour submission. The Registration Committee will determine the relevance of the activity and assign an hour value to it. This will be added to the individual's total as well as to the general category list.

Hours will not be carried over from year to year. Every therapist's hour total returns to zero at the beginning of the audit year. Graduate therapists will be exempted from accumulating hours until the start of the next audit year from the year of their graduation.

Therapists should maintain their portfolio throughout their career. A career portfolio may be requested due to a complaint investigation.

Your professional portfolio will reflect your interests and your priorities. At a minimum it should contain:

- an up-to-date resume
- a list of your goals and your plans for meeting them
- a log of your learning activities
- records or certificates from formal courses or workshops you have attended

Please note that if you are audited, MARRT **does not require your resume** to be submitted along with the requested data. The creation and maintenance of an up to date resume is good professional practice, and MARRT is strongly recommending that all respiratory therapists maintain one.

The following list identifies categories that were identified from submissions by therapists over the last few years. Each category is briefly explained with the hour designation in each category.

Categories:

1. Analysis, Goal Setting, and Planning for Annual CCP
The time an individual spends analyzing, setting goals, and planning yearly CCP objectives will be worth **2 hours**.

2. Enrollment in and Successful Completion of a Course in a Recognized Institution
A one term course typically designated as a 3 credit hour course generally involves approximately 60 hours of lecture time.

An individual whom successfully completes a one term course in university or other recognized institution will be granted **60 hours**.

3. Clinical Practice Rounds
If a practicing therapist routinely attends Patient Care Rounds where discussion on Respiratory Care of an individual patient occurs, the total amount of hours eligible for the licensing year will be **3 hours** prorated based on EFT.

4. In services, Presentations (attended or presenting)
An individual attending any of the above will be awarded **1 hour** per hour attended.

5. Conference Attendance
An individual attending a conference will be granted **1 hour** per lecture attended.

6. Journal Articles
Articles read should pertain to the individual's goals established in Number 1 and/or professional development.

These articles will be worth **1 hour** per 20 pages of text read.

7. Textbooks
Texts read should pertain to the individual's goals established in Number 1 and/or professional development.

An individual will be granted **1 hour** per 20 pages of text read.

8. MARRT Annual General Meeting Attendance
An individual attending the AGM will be granted **1 hour** per lecture attended, plus an additional **2 hours** for attendance at a general meeting.

9. Involvement in Professional Association
An individual who is involved in their professional association through committee or board work will be awarded **2 hours**.

This can only be claimed once per licensing year, regardless of how many committee or board positions an individual holds.

10. Professional Involvement

An individual involved in volunteer work for their association will be awarded ***1 hour*** for each hour volunteered to a maximum of 2 hours.

11. Internet Search

Sites visited and time spent must be itemized. ***1 hour*** will be awarded per hour spent.