

COLLEGE VOCATIONAL REHABILITATION PROFESSIONALS
PROFESSIONAL PRACTICE PROCEDURE

1. In this Procedure,

“Board” means the Board of Directors, current or past, of the College of Vocational Rehabilitation Professionals

“By-Laws” means the By-Laws of the College of Vocational Rehabilitation Professionals

“College” means the College of Vocational Rehabilitation Professionals

“Committee” means the Professional Practice Committee, including a panel of the Committee

“Incapacitated or incapacity” means, that the Member is suffering from a physical or mental condition or disorder that makes it desirable in the interests of the public that the Member’s certificate of registration be subject to terms, conditions or limitations or that the Member no longer be permitted to be a member of the College

“Incompetence” means, a Member of the College has displayed in his or her professional responsibilities a lack of knowledge, skill or judgment, or disregard for the welfare of a person or persons of a nature or extent that demonstrates that the Member is unfit to continue to carry out his or her professional responsibilities or that the Member’s certificate of registration should be subject to terms, conditions or limitations or should be revoked

“Member” means a member of the College

“Procedures” means the Procedures developed by the College pursuant to the By-Laws in relation to Registration, Complaints, Discipline, Professional Practice, Fitness to Practice or any other Procedures developed by the College from time to time

“Profession” means the profession of vocational rehabilitation

“Professional misconduct” means conduct that contravenes the By-Laws, an order of a College Committee, or conduct that is defined as being professional misconduct in the By-Laws or by College Policy, Guideline or Procedure

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Professional Practice Committee

2. The Professional Practice Committee researches, develops, reviews and makes recommendations to the board respecting quality assurance programs for members, including continuing education, professional development, practice review, and peer review.

Quality Assurance Program

3. The Committee may, from time to time, make policies and procedures prescribing a quality assurance program.
4. A quality assurance program may include:
 - a. continuing education or professional development designed to
 - i. promote continuing competence and continuing quality improvement among the members;
 - ii. address changes in practice environments and inter-professional collaboration; and
 - iii. incorporate standards of practice, advances in technology, changes made to entry to practice requirements and other relevant issues in the discretion of the Committee or the Board
 - b. self, peer and practice assessments, and
 - c. a mechanism for the College to monitor member's participation in, and compliance with, the quality assurance program.

Mandatory Continuing Education Program

5. A member shall participate in continuing education and professional activities set out in the guidelines published by the College and distributed to the members so as to accumulate, annually, a minimum of 20 continuing education units (or on a pro rata basis contingent on date of registration), including at least 3 ethics units, specific to the core competencies for vocational rehabilitation professionals.
6. The guidelines referred to in Section 5 shall set out a list of continuing education and professional activities for which a member may receive units for the purposes of this Procedure and the number of units which has been assigned to each activity.

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7. A member shall provide the Registrar with proof of having accumulated the minimum number of units at least 30 days prior to his or her annual renewal date.
8. The proof referred to in Section 7 shall be in the form provided by the Registrar.
9. The Registrar shall mail a notice of default to a member at his or her address shown on the register if,
 - a. the member fails to provide the Registrar with proof of having accumulated the minimum number of units within the time frame required under Section 7; or
 - b. the member has submitted the proof referred to in Section 7 and the proof indicates that the member has not accumulated the minimum number of units within the time frame required under Section 7.
10. A member who receives notice of default under Section 9 (a) shall, within 30 days of receipt of the notice, provide the Registrar with the required proof.
11. A member who receives notice of default under Section 9 may, within 30 days of receipt of the notice, make a written submission to the Committee.
12. If, after considering any submission made by a member under Section 11, the Committee is satisfied that the member has not completed the minimum number of units within the time frame required, it may make one or more of the following orders:
 - a. Direct the Registrar to impose terms, conditions or limitations on the member's certificate of registration;
 - b. Grant the member an extension in order that the member may complete the minimum number of units and submit the proof required under Section 7 to the Registrar;
 - c. If the Committee is satisfied that there are extenuating circumstances such as an extended leave of absence for illness or a maternity or parental leave of absence, grant the member an exemption from having to complete the minimum number of units;
 - d. Direct that the member undergo a peer assessment; or
 - e. Take any action that is not inconsistent with this Procedure of the By-Laws.

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13. If the extension granted under Section 12(b) elapses without the member having completed the minimum number of units, the Committee may direct the Registrar to impose terms, conditions or limitations on the member's certificate of registration.
14. Terms, conditions or limitations that are imposed on a member's certificate of registration under Sections 12(a) and 13 shall be lifted by the Registrar if the member provides the Registrar with satisfactory proof of having completed the minimum number of units.

Referral to Discipline

15. If a member fails to cooperate with the Committee in the execution of its duties, the Committee may refer the member to the Discipline Committee for misconduct proceedings.