

# PORTFOLIO OF CONTINUING COMPETENCY

(Reference period 2010-2013)

## FORMS FOR MEMBER USE

- A. Plan of Continuing Competency
- B. Declaration of a Formal (“formelle”) Learning Activity
- C. Declaration of an Independent (“autonome”) Learning Activity
- D. Assessment of the Reference Period 2010-2013

**PORTFOLIO 2010-2013  
PLAN OF CONTINUING COMPETENCY**

Member name:

Permit No.:

Version 1  additional version  indicate version no: \_\_\_\_

**SELF ANALYSIS AND SETTING OF LEARNING OBJECTIVES**

The first step in creating the portfolio consists of the members' auto evaluating their skills in order to identify areas of improvement with respect to current or future practice. Once identified, the member must elaborate objectives that are in line with the essential competencies outlined in appendix 1 or 2 of the *Policy Addressing Continuing Competency (PACC)* (depending on the permit held). These objectives must be specific, measurable, action oriented, realistic and timely. They may be modified during the reference period.

The second step is identifying the methods to undertake to attain the objectives.

Competence	Learning Objective	Learning Activity

Member signature:

Date:

**PORTFOLIO 2010-2013**  
**DECLARATION OF A FORMAL ("FORMELLE") LEARNING ACTIVITY**  
 (Join proof of participation and documentation of content.)

**Title of activity:**

**Date(s) of activity:**

**Name(s) of instructor(s) / speaker(s):**

**Qualifications of the instructor / speaker:**

**Type of activity:**     Course     Congress     Symposium     Conference     Clinical supervised workshop  
 Practical workshop     Other – Specify:

**Organism responsible for the activity:**     OPPQ     Other – Specify:

**Learning objective(s) of the member (re: PACC):**

**Analysis of the activity:**

Achievement of the member's objective(s):

Impact on member's practice:

Impact on plan of continuing competency:

<b>Total duration of activity:</b>		<b>hour(s) and</b>		<b>minutes</b>
<b>LESS Time allotted to breaks, meals and social:</b>		<b>hour(s) and</b>		<b>minutes</b>
<b>Duration of activity allowable:</b>		<b>hour(s) and</b>		<b>minutes</b>

**HFCs RECORDED BY OPPQ**   

**HFCs TO BE DECLARED BY THE MEMBER**   

**Member signature:**

**Date:**

**PORTFOLIO 2010-2013**  
**DECLARATION OF AN INDEPENDENT (“AUTONOME”) LEARNING ACTIVITY**  
 (Join proof of participation and documentation of content.)

**Date(s) of the activity:**

**Description of the activity:**

**Learning objective(s) of the member (re: PACC):**

**Analysis of the activity:**

Achievement of the member's objective(s):

Impact on member's practice:

Impact on plan of continuing competency:

<b>Total duration of activity:</b>		<b>hour(s) and</b>		<b>minutes</b>
<b>LESS Time allotted to breaks, meals and social:</b>		<b>hour(s) and</b>		<b>minutes</b>
<b>Duration of activity allowable:</b>		<b>hour(s) and</b>		<b>minutes</b>

**Member signature:**

**Date:**

**PORTFOLIO 2010-2013**  
**ASSESSMENT OF THE REFERENCE PERIOD 2010-2013**  
 (To complete at the end of the reference period.)

Member name:

Permit number:

**Member's Basic Requirement for the Period\***

Basic Requirement

30/15 HFCs

Formal ("formelle") Activities

HFCs

Independent ("autonome") Activities

HFCs

\* **Number of HFCs required:** If you became a member of the OPPQ for the first time on the 1<sup>st</sup> of April of the second or third year of the reference period, or if a reduction applies to you, please refer to the document *Policy Addressing Continuing Competence (PACC)* in order to calculate your basic requirement. (Join all documents justifying a modification of your requirement)

**Table of Compilation of HFCs**

	HFCs "de formation dirigée" (formal) (HFCs transferred by l'OPPQ)		HFCs "de formation autonome" (independent) (HFCs transferred by l'OPPQ)
	Formal ("formelles") HFCs Recorded by l'OPPQ	Formal ("formelles") HFCs Declared by the member	Independent ("autonome") HFCs Declared by the member
Year 2009-2010			
Year 2010-2011			
Year 2011-2012			
Year 2012-2013			
Grand total:	— HFCs "formelles"		— HFCs "autonomes"

## Analysis of the Period 2010-2013

This step consists of a critical analysis of the reference period 2010-2013. It serves, among other goals, to prepare for the next reference period.

Learning Objective	Achieved	Partially achieved	Not attained	If partially or not attained, what were the reasons? What measures can be undertaken to ensure it is not repeated?
Requirement HFCs:				

**Member signature:**

**Date:**