TCMA Continuing Competency Activity Log

Updated August 2024 Version

Name: June Day

Registration Number: XXXXXX

QA Cycle from (Y/M/D) : 2022/04/01 **to** 2024/03/31

A formal description on Continuing Competency program Requirements is available under the "Continuing Competency Requirements" tab on the [TCMA Registrant Practice Resources](#) page.

Continuing Competency Requirements
Obtain a minimum of 50 CE credits per QA cycle by completing all 5 steps of the Practice Support Program (PSP)

Ethics (min 4 hrs.)

List or include - details relating to specifics on ethical practice in TCMA listed by indicating in the "Description" column.

Note: If reporting activities relating to Career-Span Competencies 1 to 6, these activities are considered related to "Ethics".

Career Span Competencies (CSC)

1. Act with professional integrity
2. Communicate effectively
3. Comply with legal requirements
4. Function in a client-centered manner
5. Work within areas of personal knowledge and skills
6. Maintain a safe work environment
7. Maintain comprehensive records
8. Maintain personal wellness consistent with the needs of practice
9. Manage time and resources effectively.
10. Treat others respectfully
11. Practice in a manner consistent with current developments in the profession
12. Use an evidence-informed approach in your work

13. Interact effectively with other professionals
14. Practice in a self-reflective manner

PSP Step 3: Qualifying Learning Activities

Interactive Formal Courses
List provider, course name, date and number of hours.

Examples:
- **Live** (including in-person or online) interactive workshop, seminar or training when attendance is taken and monitored
- Electronically offered continuing education when two conditions are met: (i) attendance is taken and monitored, (ii) there is an assessment tool for the course

Self-Study
List details of articles, journals, texts, online research, and core knowledge self-improvement and number of hours.

Examples:

- Journal Review
- Text book relating to TCMA, biomedicine, or health care
- Self review of practice and core knowledge.
- Completion of recorded webinar

Structured Interactive Activities

List interactive meetings either live or through other means with other licensed health care practitioners.
Provide names of groups or individuals with whom you participated and number of hours..

Examples:
- Study Group - Live (In-person)
- Study Group - online or telephone
- Peer Supervision, Clinical Round, or training group

The PSP Step 1-5 Templates are available under the "QA Programs Template & Activity Log" tab on the TCMA Registrant Practice Resources page.

TCMA Registrants must complete the PSP in the order outlined in the Modal Activity (i.e., Step 1 to Step 5).

Continuing Competency Checklist:	
Step 1: Self-Reflective Assessment Tool (10 CE)	Completion Date Y/M/D: 2022/04/15
Step 2: Setting Up Learning Objectives (10 CE)	Completion Date Y/M/D: 2022/04/16
Step 3: Planning & Undertaking Learning Activities (1 CE per hour of activity) *(For Step 3, please indicate in the "Description" column: Learning activity topic; Delivery format; Information regarding learning provider/participants.)*	Total CE: 18 CE
Step 4: Evaluating Completed Learning Activities (5 CE credits per evaluation; up to 20 CE) *(For Step 4, please indicate in the "Description" Column: which learning activity it is associated with for each evaluation)*	Total CE: 20 CE
Step 5: End of QA Cycle Overall Evaluation (5 CE credits) Has the "Ethics" minimum 4 CE hours requirement been met? Has the minimum 50 CE Hours per reporting period requirement been met?	Completion Date Y/M/D: 2024/01/30 Yes or No: Yes Yes or No: Yes

Completion Date (Y/M/D)	Ethics	Total CE credits	Description	If PSP Step 3 learning activities, which Career-Span Competencies?
2024/04/15		10	PSP Step 1 – Self-Reflective Assessment	
2024/04/16		10	PSP Step 2 – Professional Development Plan - Learning Objectives	
2024/05/15	Ethics	2	PSP Step 3 – Learning Activity 1A: Self-Study BCCNM Communications Learning Resources Part 1(Insert link).	CSC2 Communicate Effectively
2024/05/23	Ethics	2	PSP Step 3 – Learning Activity 1A: Self-Study BCCNM Communications Learning Resources Part 2 (Insert link).	CSC2 Communicate Effectively
2022/05/30		5	PSP Step 4 – Professional Development Plan - Evaluate Learning Activities 1A	
2023/02/05		3	PSP Step 3 – Learning Activity 1B: Peer discussion: Monthly 1-hour professional discussion session Zoom meeting (2022-12-05, 2023-01-05, and 2023-02-05) Topic: Inter-collaborative care in multi-disciplinary practice (Insert host practitioner/ organization name)	CSC2 Communicate Effectively

2023/02/10		5	PSP Step 4 – Professional Development Plan - Evaluate Learning Activities 1B	
2023/02/20		3	PSP Step 3 – Learning Activity 2A: Online course on clinical record keeping (Insert course provider name)	CSC7 Maintain comprehensive record
2023/02/28		5	PSP Step 4 – Professional Development Plan -Evaluate Learning Activities 2A	
2023/04/01		1	PSP Step 3 – Learning Activity 2B: Self-Study TCMA Practice Standard and Practice Guidance on Clinical Record Keeping	CSC7 Maintain comprehensive record
2023/04/01		5	PSP Step 4 – Professional Development Plan - Evaluate Learning Activities 2B	
2023/10/30		7	7 PSP Step 3 – Learning Activity 3: Hybrid TCMA conference on sport injury treatment (Started on 2023-10-29) (Insert conference provider name)	CSC11 Practice in a manner consist with current developments in the profession
2024-01-30		5	PSP Step 5 – Professional Development Plan – QA Cycle Evaluation	