



## SDL Tool 2011

# New Compliance Verification Process

Barbara McIntyre  
Quality Assurance Program Manager

Every member is legally required to participate in the Quality Assurance Program and fulfill its requirements (O.Reg. 181/99.s.1). One requirement is the annual submission of the Self-Directed Learning (SDL) Tool. The Quality Assurance (QA) Committee is responsible for monitoring and supporting compliance with the SDL Tools requirements.

This year, the QA Committee is implementing a new process to make sure that SDL Tools are completed as required. Accordingly, an SDL Tool will be considered completed when:

- 1) The SDL Tool is submitted by the due date of Oct 15 annually;
- 2) All parts of the SDL Tool are completed and the goals are S.M.A.R.T.

(See SMART goals in the *Guide to Completing Your SDL Tool* at: [www.cdo.on.ca/QualityAssuranceProgramSelfAssessment](http://www.cdo.on.ca/QualityAssuranceProgramSelfAssessment)).

### S.M.A.R.T. Goals

- S** Specific
- M** Measurable
- A** Attainable
- R** Relevant
- T** Time-Framed

### THREE-STEP VERIFICATION PROCESS

#### Step 1 What happens if my SDL Tool is Late

Every year, approximately 2% of members are late in submitting their SDL Tool. Some members are habitually late. Late and incomplete tools require a significant amount of administration time and effort by staff and committee members. Following a consultation, 62% of members agreed with a new administration fee for late tools and Council approved the new fee through by-law:

If a member fails to provide within 60 days of the date of a written request by the Quality Assurance Committee\*, a record, survey or other document which the member is required by the Regulation governing quality assurance to submit to the Committee, the member shall pay a fee of \$70.00. (By-Law 2: s3.02.2.)

Members who have not submitted their SDL Tool by midnight on October 15 will automatically be charged \$70.00. There will be no exceptions, unless a member has been granted prior extension or deferral.

\*The written request to submit an SDL Tool is part of the renewal notice that members receive prior to August 15. Members have from August 15 to October 15 (60 days) to complete and submit their SDL Tool.

## Step 2 What happens if I don't fill in all the sections

By the end of October, Staff will screen SDL Tools for missing sections. An automated process will be used to identify:

1. Members who still have not submitted their SDL Tool;
2. SDL Tools missing one or both the *Evaluation of Professional Improvement Plans* and the *Professional Improvement Plans*; and
3. SDL Tools missing a self-assessment.

Members in 1 and 2 will be referred to the QA Committee for consideration and members will be notified in writing of the referral.

Members in 3 will be notified that their self-assessment is missing and given 15 calendar days to resubmit their SDL Tool. If they fail to submit a completed SDL Tool within that time, they will be referred to the QA Committee and given notice of the referral in writing.

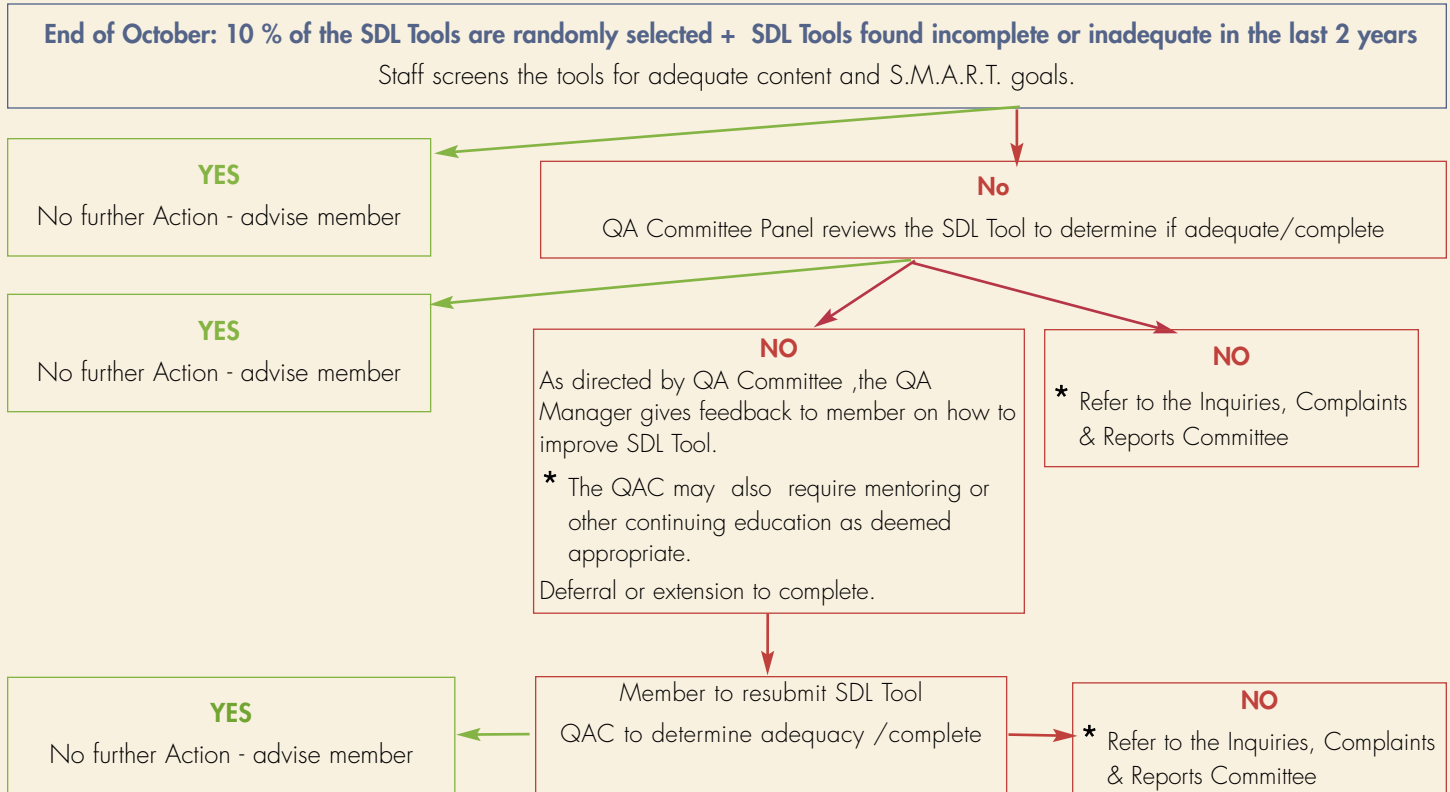
## Step 3 What happens if my goals are not SMART

At the end of October, 10% of the SDL Tools will be **selected randomly to verify adequacy of content**. In addition, any member whose SDL Tool had been reviewed and found incomplete in the past two (2) years will also be reviewed.

Using criteria established by the QA Committee, QA staff will screen these tools for completion. Members whose SDL Tools are so inadequate as to be deemed incomplete, or the goals are not S.M.A.R.T., will be referred to the QA Committee for consideration. The QA Committee will review these SDL Tools and consider the circumstances, past history of compliance with the QA program requirements when making its decision about appropriate action. The random selection process is detailed in the chart below.

**An SDL Tool that fulfills the requirements of the QA Program is submitted on time, has all the sections filled adequately and the goals are S.M.A.R.T.**

### RANDOM SELECTION PROCESS



\* Before deciding on these actions, the Quality Assurance Committee will first inform the member of its intention and invite the member to make a submission to the Committee for its consideration.