



## SELF-ASSESSMENT 2.0

Approved by Council: April 20, 2022

*To be completed by CCO members registered in the General class of registration at the beginning of each CE cycle (within 6 months)*

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### PURPOSE

Self-Assessment 2.0 is the next iteration of self-assessment for members who have completed Self-Assessment 1.0 for three continuous CE cycles (i.e. after your first 6 years of registration with CCO).

Self-Assessment 1.0 consists of specific questions in areas such as doctor-patient interaction, professional responsibilities, patient communications, office policies, continuing education and professional development, and obligations to CCO. This questionnaire was designed for you to give a detailed assessment of your practice and identify learning goals on areas for improvement identified in this assessment.

Self-Assessment 2.0 is intended to facilitate a more general, constructive self-assessment of your practice with respect to skills and knowledge generally considered to be core competencies for CCO members, especially those with some practice experience. Subsequently, and similar to the self-assessment 1.0 process, continuing education activities will be based on identified learning goals based on and related to the core competencies. Please see the Core Competencies for CCO Members document for more details.

Many learning goals related to skills and knowledge generally considered to be core competencies can be identified from events that occur in day-to-day practice. These can be positive or negative experiences with patients or practice scenarios that may require you to improve your competencies and skills in specific areas of practice. When setting your learning goals, consider specific experiences in practice that made you identify an area for improvement that could be addressed through a specific learning goal.

It is important to keep in mind that striving to improve practice competencies throughout your professional career plays a core role in self-regulation. While self-reflection on how you are performing your practice skills provides insights into patient care on a daily basis can provide guidance to specific patient care, overall self-reflection on competencies can identify trends, both positive and negative. Research has demonstrated that clinical judgement can be broken down into several key steps. For example, in the Tanner Model of Clinical Judgement (C. Tanner, PhD. RN.: Thinking like a nurse: a research-based model of clinical judgement, 2006) the author identifies four key steps of successful clinical judgement as:

1. *Noticing*: using your experiences, in specific with the patient and in general practice along with expected evidence outcomes
2. *Interpreting*: critical thinking and reasoning patterns
3. *Responding*: taking action and measuring/observing outcomes

4. *Reflecting*: reflecting on actions steps and outcomes

In other words, we all should appreciate that we do not learn from our experiences but rather, we learn from *reflecting* on our experiences!

It would be important that all members of CCO strive to practice in a manner that assures public safety and optimal outcomes. Committing to thoughtful reflection on our competencies and then engaging in deliberate and relevant continuing education throughout your professional career is an essential part of meeting this goal.

## INSTRUCTIONS

With the above comments in mind, please use this self-assessment document to stimulate self-reflection on your clinical practice and behaviors and to identify learning goals you wish to accomplish during the upcoming CE cycle (July 1, 2022 – June 30, 2024). ***The self-assessment will provide guidance to focus continuing education activities in the coming cycle, as such, it is advisable to complete the self-assessment at the start of each CE cycle.*** Once you have identified these goals, please identify planned learning activities that are intended to address these learning goals and success indicators that will indicate how your learning activity has addressed your learning goals.

It will be very helpful to review the following documents, all available at [www.cco.on.ca](http://www.cco.on.ca):

- Standard of Practice S-001: Chiropractic Scope of Practice
- Core Competencies for CCO Members;
- The Partnership of Care (Patient’s Charter of Rights and Responsibilities)

***Learning goals should be specific, measurable, actionable, realistic, and have a timeline.***

## CONFIDENTIALITY

Your self-assessment questionnaire is for your professional growth and development only. This information will not be shared with anyone from CCO. However, your learning plan (*starting on page 17*) and subsequent professional portfolio, evidence of continuing education activities that address the learning plan are subject to review by CCO (i.e. in the process of a Peer and Practice Assessment).

Please refer to the CCO’s website ([www.cco.on.ca](http://www.cco.on.ca)) for all relevant regulations, standards of practice, policies and guidelines. Government legislation is posted on [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). In the event of any inconsistency between this document and the legislation that affects chiropractic practice, the legislation governs.

**Member Name and Registration Number:** \_\_\_\_\_  
**Date Completing Self-Assessment 2.0:** \_\_\_\_\_

***Self Reflection Exercises built around  
the Core Competencies (CC) for CCO Members.***

**CC-1: Apply current legislation, regulations, standards, policies and guidelines in all aspects of professional practice**

***Please Refer to/Consider the following:***

- CCO regulations and standards of practice including, but not limited to: R-137/11: Registration, S-020: Cooperation and Communication with CCO, Policy P-053: Returning to the General Class of Certificate of Registration
- Regularly visit and review materials on the CCO website

**To stimulate your self-reflection, please consider the following case scenario and identify two decisions the member, in this case, should consider:**

***Dr. Smith is considering taking an extended parental leave from practice, either 18 or 36 months, and switching their registration from General (i.e., Active) to Inactive.***

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

***For this competency and specific to your own professional career, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

***CC-2: Practise ethically, within the scope of practice and in a manner consistent with education and expertise***

*Please Refer to/Consider the following:*

- CCO standards of practice including, but not limited to: S-001: Scope of Practice, S-005: Chiropractic adjustment or manipulation
- Consider and address ethical scenarios that arise in your practice in interacting with patients, staff and professional colleagues (If you have not undergone a Peer and Practice Assessment 2.0, you should review the various scenarios outlined in the PPA 2.0 documents published online at [www.cco.on.ca](http://www.cco.on.ca))
- Review and improve competencies, knowledge and skills related to the chiropractic scope of practice

**To stimulate your self-reflection, please consider the following case scenario, and identify two things this chiropractor needs to keep in mind when implementing new techniques/modalities in practice:**

*Dr. Ray Mind has recently taken an intensive weekend workshop to help women with c-section abdominal scarring. They are excited to add this new service to their community and update their website to list this new technique.*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
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**Additionally, please identify general educational goals for improving on clinical skills to be achieved over the next two to five years:**

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*For this competency and specific to my own professional career, please identify:*

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. \_\_\_\_\_

2. \_\_\_\_\_

- 2 Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

- 3 What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

**CC-3: My history taking, consultation, examination and diagnostic skills are up-to-date, patient-centred and based on current research**

*Please Refer to/Consider the following:*

- CCO standards of practice including, but not limited to: S-001: Chiropractic adjustment or manipulation; S-003: Professional Portfolio
- Review and apply CCO documents (e.g. record keeping, communicating a diagnosis)
- Assess your competencies in performing an initial history, consultation and examination, diagnostic tests and analytic skills in forming and communicating a diagnosis or clinical impression
- How often do I review current professional research related to my areas of clinical practice?
- Have I participated in continuing education activities specifically related to addressing this core competency?

**To stimulate your self-reflection, please consider the following case scenario, and identify two reasons for conducting regular re-assessments on all patients (other than “CCO says I have to!”):**

*Dr. Barb has built a very successful wellness practice. Patients have been attending the office for many years for monthly check-ups and doing very well. However, patients are resistant when Dr. Barb schedules them for a re-assessment. “Why do I have to do that and pay for that when I’ve been coming for years? You know what I need, we don’t need to do that, do we?”*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

***For this competency and specific to my own professional career, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:  
1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

**CC-4: My adjusting/manipulation skills are up-to-date and based on current research**

*Please Refer to/Consider the following:*

- CCO standards of practice including, but not limited to: S-001: Chiropractic adjustment or manipulation
- Assess your competencies and skills in providing adjustment/manipulation
- Review and ensure up to date competency in the chiropractic techniques you apply in your practice
- Review current research applicable to your chiropractic adjusting/manipulation skills and techniques
- How often to I review current professional research related to my areas of clinical practice?
- Have I participated in continuing education activities specifically related to addressing this core competency?

**Identify the continuing education activities you have undertaken, in the past CE cycle, to meet the CE requirement, as outlined in CCO Standard of Practice S-003: Professional Portfolio: CCO requires that every member participate in a minimum of five hours of CE, in every CE cycle, that consists of structured activity on diagnostic or therapeutic procedures related to any of the controlled acts within the chiropractic scope of practice. These mandatory five hours should be relevant to the member’s clinical practice, but may not include adjunctive therapies, such as acupuncture, exercise or nutritional counseling.**

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*For this competency, please identify:*

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

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2. 

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2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. 

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2. 

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3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. 

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2. 

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***CC-5: Demonstrate clinical competency in a patient-centred manner by maintaining accurate, complete records***

*Please Refer to/Consider*

- CCO standards of practice including, but not limited to: S-001: Chiropractic adjustment or manipulation, S-002: Record Keeping; S-013: Consent; regulations, policies and guidelines related to business practices



- Review and address records of personal health information, ensuring they are representative of “telling the story” of the patient experience
- Review record keeping practices to ensure records are maintained in a private, confidential manner
- Consider the implications of working in a multi-disciplinary practice in establishing record keeping policies and procedures
- Have I participated in continuing education activities specifically related to addressing this core competency?

**To stimulate your self-reflection, please consider the following case scenario and identify two things members must keep in mind at all times when creating and maintaining patient health records:**

*Dr. Rick Cord has recently switched to electronic health records (EHR). It is clearly improving his efficiency in keeping patient health records. He especially is appreciating the “autofill” aspects of this style of record keeping as he doesn’t need to write everything out every visit.*

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:
  1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_
2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):
  1. \_\_\_\_\_  
\_\_\_\_\_
  2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

***CC-6; Employ relevant, safe, supportive evidence-informed best clinical practices and ethical, socially-responsible business practices***

***Please Refer to/Consider the following:***

- CCO standards of practice including, but not limited to: S-001: Chiropractic adjustment or manipulation, S-002: Record Keeping; S-013: Consent; regulations, policies and guidelines related to business practices
- Review and apply most up-to-date and relevant research related to clinical practice
- Improve competencies and skills related to diagnostic and therapeutic procedures, including any modalities and adjunctive therapies
- Review and ensure business practices are ethical, consistent with CCO regulations and guidelines and communicated effectively to patients
- Ensure practices for billing insurance companies and third-party payors are clear to the patient and accurate
- Ensure the needs of the patient are placed above any financial interests of the member
- Have I declared any potential conflicts of interest with patients?
- Have I participated in continuing education activities specifically related to addressing this core competency?

**To stimulate your self-reflection, please consider the following case scenario and identify two things the member must keep in mind when addressing this issue:**

***Dr. Moe Knee says his patients really appreciate the yearly payment plans he offers. At the recent office staff meeting, the office billings manager has made a case for ONLY providing payment plans going forward.***

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. \_\_\_\_\_

2. \_\_\_\_\_

2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

***CC-7: Facilitate collaborative inter and intra professional relationships***

***Please Refer to/Consider the following:***

- CCO standards of practice including, but not limited to: S-001: Chiropractic adjustment or manipulation, S-002: Record Keeping; S-013: Consent; regulations, policies and guidelines related to business practices; G-014: Delegation, Assignment and Referral of Care
- Engage in continuing education related to inter and intra professional collaboration
- Attend in-person continuing education events to engage and collaborate with other chiropractors and other health professionals
- Foster positive relationships with other chiropractors and other health professionals in your community

- Have I participated in continuing education activities specifically related to addressing this core competency?

**To stimulate your self-reflection, please consider the following case scenario and suggest two appropriate steps the member could follow:**

*Molly has presented with, what you suspect, is a possible L/S disc herniation. This is in addition to the various spinal subluxations and concomitant musculoskeletal mal adaptations found on her comprehensive examination. Molly is experiencing a great deal of pain and can't sleep very comfortably and asks your advice on pain relief medications.*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**CC-8: Communicate effectively in a clear, professional, culturally sensitive manner**

***Please Refer to/Consider the following:***

- CCO standards of practice including, but not limited to: G-005: Guidelines for members concerning office staff; G-009: Code of Ethics; G-012: Use of Social Media
- Review your communication practices with patients, staff, CCO and professional colleagues
- Review and ensure communications in advertisements, websites and social media is compliant with CCO standards of practice
- Have I participated in continuing education activities specifically related to addressing this core competency?

**List the continuing education activities you have undertaken, in the last CE cycle, to learn more about diversity, equity, inclusion and belonging. If none, please list the activities you plan to do in the coming CE cycle:**

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**Additionally, please list the steps you are considering implementing because of your learnings on the topic of diversity, equity, inclusion and belonging:**

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***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. 

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2. 

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2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

***CC-9: Commit to the life-long self-assessment of skills and continuous improvement in all areas of professional life***

*Please Refer to/Consider*

- CCO standards of practice including, but not limited to: S-003: Professional Portfolio
- Identify long-term learning goals for continuous improvement of professional competencies and skills
- Are my continuing education goals reflective of my growth in continuing competency?
- Do my continuing education activities build on previous skills and competencies?

**To stimulate your self-reflection, please consider the following case scenario and identify two things Dr. Sure should keep in mind when considering what to do in the next CE cycle (excluding “CCO says I have to!”):**

*Dr. Matt Sure graduated 10 years ago. He struggles getting motivated finding CE activities to do because, frankly: “I was taught well in school and that should be enough, right?”*

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
\_\_\_\_\_

***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. \_\_\_\_\_

2. \_\_\_\_\_

2. Two areas I identify as needing improvement (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (*add into the summary chart on pg. 17*):

1. \_\_\_\_\_

2. \_\_\_\_\_

***CC-10: What to expect when attending a chiropractor appointment... an application of the core competencies:***

***Please Refer to/Consider the following:***

- Review and apply the expectations for a chiropractic visit, including, consultation, consent to examination, examination, report of findings, communicating a diagnosis or clinical impression, informed consent to care, delivery of a plan of care and re-assessment

**To stimulate your self-reflection, please consider the following case scenario and identify two things the member must keep in mind when addressing this issue:**

*Bill has been making great progress on the care you have been providing for his initial complaint of uncomplicated LBP. After his most recent assessment, he asks if you could take a look at a chronic neck issue he has been experiencing for many years.*

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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***For this competency, please identify:***

1. Two areas in which I excel /my competencies meet CCO expectations related to interpreting and implementing CCO regulations, standards, policies and guidelines:

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
\_\_\_\_\_

2. Two areas I identify as needing improvement (***add into the summary chart on pg. 17***):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

3. What I plan to do to address areas needing improvement, the success indicators and target completion dates (***add into the summary chart on pg. 17***):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
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## MEMBER'S SELF-ASSESSMENT

### PLAN OF ACTION SUMMARY

*Member Name and Registration Number:* \_\_\_\_\_

*Date of Completion of Self-Assessment 2.0:* \_\_\_\_\_

*Summary Action Plan for CE Cycle Beginning:* \_\_\_\_\_

#### Summary of activities not yet completed from last CE cycle

Areas identified in last CE cycle to be addressed and NOT YET COMPLETED	Planned Action Step and Success Indication/Desired Outcome	Target Completion Date

#### Summary of activities for the current CE cycle

Identified Area for Improvement in Core Competency Area	Planned Action Step and Success Indication/Desired Outcome	Target Completion Date
<b>CC-1.</b>		
<b>CC-2.</b>		
<b>CC-3.</b>		

<b>CC-4.</b>		
<b>CC-5.</b>		
<b>CC-6.</b>		
<b>CC-7.</b>		
<b>CC-8.</b>		

<b>CC-9.</b>		
<b>CC-10.</b>		