
NOVA SCOTIA
COLLEGE OF
RESPIRATORY
THERAPISTS
(NSCRT)

Fair Registration
Practices Act (FRPA)
Review
March 2019

Province of Nova Scotia

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Executive Summary

The Nova Scotia College of Respiratory Therapists' (NSCRT) Action Plan is a progressive response to the recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support the fairer assessment of applicants to the profession in Nova Scotia and are fully consistent with the FRPA.

Many aspects of the NSCRT's practices are commendable. The NSCRT provides access to a self-assessment tool which helps applicants identify whether they have the competencies, education and experience to be ready to practice as a respiratory therapist in Nova Scotia. Through their work with the National Alliance of Respiratory Therapy Regulatory Bodies, the NSCRT is an active participant in collaboration with regulators in other provinces on important issues including the harmonization of occupational standards and the facilitation of labour mobility. The NSCRT also engages with other health professions on regulatory issues as part of the Nova Scotia Regulated Health Professions Network. These practices demonstrate the NSCRT's interest in initiatives that make the registration process more transparent, objective, and procedurally fair.

In this context, I expect the NSCRT to implement the following key recommendations that arose during the 2018 FRPA review process:

- Develop formal policies to address the following aspects of registration practices:
 - Accommodating applicants with disabilities
 - Approving applicant requests to rewrite the CBRC exam
 - Ensuring the internal review process meets the requirements of the FRPA
- Update website to include the following:
 - Link to the national competency profile
 - Standard timeframe for response to inquiries from applicants
- Create a template letter for unsuccessful applicants which includes the following:
 - Written decision with reasons
 - Information on programs and services the applicant can participate in to facilitate future successful registration
 - Information about the internal review process including the opportunity for the applicant to make submissions regarding the review

I appreciate the NSCRT's cooperation and openness during the FRPA Review process and thank its staff for their participation.

Sincerely,



Diane Gordon

Manager, Recognition of Prior Learning and Labour Mobility
For the FRPA Review Officer

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the Review Officer's understanding of the Nova Scotia College of Respiratory Therapists' (NSCRT) practices regarding the fair consideration of individuals applying for registration.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's work with the Nova Scotia College of Respiratory Therapists (NSCRT) to date. The *Nova Scotia College of Respiratory Therapists 2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSCRT accountable for continuous improvement within two years of the review.

Through the 2018 FRPA Review, the FRPA Review Officer aims to build on the work of the NSCRT to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

Respiratory Therapists are highly skilled healthcare professionals who care for patients by evaluating and treating cardiopulmonary (heart and lung) disorders. Respiratory Therapists have specialized clinical expertise and use advanced medical technology. They provide advanced life support for extremely ill patients as well as evaluating and providing treatment, education and support to those living with chronic illness. Their role on the healthcare team is to:

- Treat patients that have experienced trauma or are in surgery or intensive care
- Perform cardiopulmonary resuscitation (CPR)
- Stabilize high-risk patients being moved by air or ground ambulance
- Transport high-risk patients via air or ground ambulance
- Provide support at high-risk deliveries for babies who have trouble breathing
- Perform anesthesia assistance in the operating room
- Administer inhaled drugs and medical gases
- Perform lung function tests
- Provide hyperbaric oxygen therapy
- Provide respiratory care to adults and children in their homes
- Provide respiratory care in various clinics in both the hospital and community care setting.
- Administer and provide care in cardiac diagnostic clinics, pulmonary function clinics, and sleep disorder labs
- Provide education to patients, members of other healthcare professions, and the public

Respiratory Therapists work in hospitals, clinics, in the community, and in private practice. You'll find them applying their expertise in neonatal nurseries, operating rooms, intensive care units, general wards, and emergency departments, various healthcare clinics, rehabilitation facilities and in patient's homes. They need good judgment, excellent interpersonal skills, and the ability to maintain composure in critical medical situations.

Organizational Description

The Nova Scotia College of Respiratory Therapists is a governing body established by the Respiratory Therapists Act to regulate the practice of respiratory therapy in Nova Scotia. The College's mandate is to ensure the public receives safe, effective, and ethical respiratory therapy services. This mandate is achieved by registering only those respiratory therapists that meet education and currency requirements, setting standards for practice and ethical conduct, monitoring and supporting registrants' continuing competence, and fairly investigating concerns raised about a registrants' practice.

Active Membership Requirements

To be an active member of the NSCRT, applicants must meet the registration requirements outlined below. To maintain registration with the NSCRT, respiratory therapists must complete an annual renewal, stay current in practice hours and demonstrate that they are compliant with the College's continuing competence program.

Registration Requirements

An applicant must meet the following criteria to be registered:

1. Complete an **initial application** form available on the College's website and submitted online; includes an application fee and the required registration fee.
2. **Criminal Background Check** including a Vulnerable Sector check must accompany all new applications.
3. **Citizenship Verification** (birth certificate, passport, visa, permanent residency status or employment authorization under the Immigration Act) must accompany the application form.
4. **Language Fluency:** If the applicants first language is not English and the relevant health care instruction was not in English, submission of documentation to support the required status of fluency is required. A language proficiency fact sheet is available on the College website detailing the requirements.
5. **Education:** Official evidence of successful completion from a recognized respiratory therapy program forwarded directly to the NSCRT by the educational institution. A letter from the program director is acceptable evidence however, official transcripts must be received within 8 weeks of completing the program. ****Applicants who have been educated outside of Canada must undergo a Competency Assessment before their application can be processed. International applicants may complete the pre-registration process prior to arriving in Canada.****
6. **Professional Liability Insurance:** once employed provide proof of \$2,000,000 liability insurance
7. Official evidence of successful completion of the **Canadian Board for Respiratory Care (CBRC) national credentialing examination** forwarded directly to the NSCRT from the examining body. Graduate respiratory therapists will receive an Active Practice license when documentation of successful completion of the CBRC exam is received.
8. **Currency:** completion of recognized respiratory therapy educational program or NSCRT Credential Committee established equivalent within the 5 years immediately before submitting an application or at least 1500 hours practicing respiratory therapy in the 4 years immediately before submitting an application.
9. **Registration Verification:** An applicant registered as a Respiratory Therapist in another jurisdiction, or in any other health profession, is required to have their regulatory body complete a Registration/Licensure Data Verification Form that is forwarded directly to the NSCRT. Applicants from a non-regulated jurisdiction are required to provide a letter of good character.

CFTA Transfers

Respiratory therapists currently registered in another Canadian jurisdiction can apply for registration with the NSCRT in accordance with the Canadian Free Trade Agreement. Applicants must complete section 1 of their current regulatory body's registration verification form and have their current regulatory body complete section 2 of the registration verification form and forward it directly to the NSCRT. Applicants must still complete an initial application form and demonstrate that they meet the following registration requirements: proof of identity, legal authorization to work in Canada, criminal records/vulnerable sector check, proof of professional liability insurance, and good conduct. Applicants applying to the NSCRT from an unregulated province must supply a letter of good character forwarded directly from their employer to the NSCRT via email or regular mail in lieu of a completed registration verification form.

International Applicants

Applicants who receive their respiratory therapy education outside of Canada must have their education and competencies deemed substantially equivalent to those of respiratory therapists educated in Canada. If applicants have not graduated from an approved respiratory therapy program they must have:

- a) Successfully completed a program offered outside Canada either in respiratory therapy or in a closely related field that is acceptable to the NSCRT Credentials Committee, along with any additional education that is required by the NSCRT Credentials Committee, and
- b) Demonstrated through an assessment process acceptable to the NSCRT Credentials Committee that they have knowledge, skills, abilities and judgement equivalent to those of a person who has successfully completed an approved program.

The assessment process is based on the National Competency Framework (NCF). The NCF is a list of competencies considered essential for entering the practice of Respiratory Therapy in Canada. A portion of the competency assessments are conducted by the respiratory therapy regulatory body in Ontario, the College of Respiratory Therapists of Ontario (Cрто).

Following successful completion of an assessment process acceptable to the NSCRT Credentials Committee, applicants will be eligible to write the Canadian Board for Respiratory Care (CBRC) national certification examination. The CBRC national certification examination is mandatory and an applicant for an active-practicing license must have successfully completed this examination.

The assessment process entails the following:

1. **Pre-registration process:** Applicants must complete and submit the following documents for review by NSCRT Staff: Pre-registration form, proof of Canadian citizenship, permanent residency status or a valid work permit, proof of language proficiency, credential evaluation by World Education Services (or equivalent 3rd party educational assessment service), professional portfolio and competency review, registration verification form (if applicable), and employer letter of good conduct. **This information can be submitted prior to the applicant's arrival in Canada.** Once all information is received and reviewed, the NSCRT Credentials Committee will notify the applicant in writing if they meet the requirements for licensure or if it is necessary to proceed with the competency assessment. If the requirements are met, applicants will be referred to the Cрто for the competency assessment.
2. **Application Review:** Upon receipt of the application for assessment from the NSCRT, Cрто will perform a course by course program review followed by a structured interview to compare the applicant's knowledge, skills and experience acquired through both education and employment against the competencies listed in the National Competency Framework. This interview may be done via videoconferencing at Cрто's discretion. The NSCRT and applicant will receive an interim report containing assessment results up to that point.
3. **Clinical Skills Assessment (CSA) and feedback report:** The Cрто will schedule a clinical skills assessment with the applicant. The CSA consists of a series of simulated clinical scenarios designed to measure whether applicants can demonstrate specific clinical competencies at entry to practice level. The Cрто will then provide the NSCRT with a comprehensive assessment report incorporating the results of the educational review, structured interview, and clinical skills assessment.

4. **NSCRT Credential Committee Report and Review:** Upon completion of the assessment process, the application will be referred to the NSCRT Credentials Committee for consideration. A copy of the Committee's decision and reasons will be provided to the applicant. If the applicant is not satisfied with the decision s/he may appeal. The applicant will be notified in writing of the right to appeal and will be provided with contact information.
5. **CBRC Examination:** Upon approval and referral from the NSCRT Credential's Committee, applicants will be eligible to write the CBRC credentialing examination. Candidates must make their first attempt at writing the CBRC entry-to-practice respiratory therapy examination **within eighteen (18) months. Candidates are permitted up to three (3) attempts to write the exam.**

Organizational Structure and Staffing

The Nova Scotia College of Respiratory Therapists is governed by a Board of Directors consisting of six elected respiratory therapists and a minimum of two but not more than three government-appointed public members. The Board is responsible for the governance and strategic planning of the NSCRT and delegates activities and responsibilities to committees and the Registrar. The Board of Directors is charged with the responsibility of exercising visionary leadership; establishing values and goals; setting policies and procedures; creating value in the programs and services to the benefit of the public; supporting the employees and volunteers of the College and respecting them as partners in advancing the mission of the College. Board members serve a two-year term of office unless otherwise stipulated.

The NSCRT currently has two part-time employees, the Registrar and the Deputy Registrar. The Registrar and Deputy Registrar work under the direction of the NSCRT Board of Directors and are responsible for the planning and implementation of all aspects of the management and operation of the NSCRT. The Registrar and Deputy Registrar execute functions pertaining to administrative and regulatory activities of the College, including: provision of administrative services to ensure the smooth functioning of daily operations of the College, provide Board and Committee Support, and provide regulatory support to ensure members comply with all legal and professional requirements established by the College and mandated by the Respiratory Therapists Act, the NSCRT Regulations, and Bylaws.

Pursuant to the Respiratory Therapists Act and Regulations, the NSCRT maintains the following committees: Nominations, Credentials, Professional Practice, Complaints, Professional Conduct, Registration Appeal and Re-instatement Committee. In addition, the NSCRT also has a functioning Governance Committee to recommend changes to by-laws, committee terms of reference, existing governance and/or operational policies, to assess and make recommendations for new policy development, and to ensure that Board Members fulfil their legal, ethical, and functional responsibilities through adequate governance policy development and review.

Members of these committees are NSCRT Board members and respiratory therapists in good standing with the College and appointed by the Board.

Types of Licenses/Certificates Issued

The NSCRT currently maintains 5 categories of licenses:

1. **Active-practicing:** Have met all the requirements for registration and are entitled to full practice of respiratory therapy.
2. **Active-practicing with conditions or restrictions:** Have met all the requirements for registration, except has conditions or restrictions placed on their license by the Registrar (under subsection 14(2) of the Respiratory Therapists Act) or by decision of the Complaints Committee, Professional Conduct Committee, Re-instatement Committee, or the Registration Appeal Committee, or an equivalent committee from another jurisdiction.
3. **Temporary:** Have met all the requirements for registration and are entitled to full practice of respiratory therapy and are practicing in the province for a defined period of time.
4. **Temporary with conditions or restrictions:** Have met all the requirements for registration, except has conditions or restrictions placed on their license by the Registrar (under subsection 14(2) of the Respiratory Therapists Act) or by decision of the Complaints Committee, Professional Conduct Committee, Re-instatement Committee, or the Registration Appeal Committee, or an equivalent committee from another jurisdiction and are practicing in the province for a defined period of time.
5. **Temporary (graduate respiratory therapist):** Have met all the requirements for registration but has yet to successfully challenge the Canadian Board for Respiratory Care (CBRC) national certification examination. Individuals issued a temporary graduate license must pass the CBRC examination no later than 18 months from the date they complete the program or equivalent education as determined by the NSCRT Credentials Committee. Graduate RTs must practice under the supervision of a respiratory therapist with an active practice license.

Overview of Registration Process

Registration Information

Describe means by which registration information can be accessed by applicants. Information about the registration process is available on the NSCRT website (www.nscrt.com) under the Registration menu. The NSCRT website is designed for ease of navigation and readability. Registration information is provided on the different areas of application: Internationally educated applicants, Canadian educated applicants, and annual membership renewal. A detailed application document is provided on the website for internationally-educated applicants to guide them through the process and provide a further description of the registration process, expected timelines and fees. Registration forms and documents are also available under the Registration menu.

The NSCRT provides information to applicants over the telephone, by e-mail, and in person by scheduled appointment. Contact information is available on the webpage under the Contact Us menu tab and at the bottom of each webpage. The NSCRT mailing address, telephone number, e-mail address, and the name of the Registrar is listed in this section.

Registration Process

Canadian Educated Applicants:

1. Education Requirement: Official evidence of successful completion of an accredited Canadian Respiratory Therapy Education Program must be forwarded directly to the NSCRT by the educational institution. Official transcripts must be received within 8 weeks of completing the program.

2. Complete online registration form and submit payment
3. Submit required documentation: Criminal Records/Vulnerable sector check; proof of identity, language fluency (if first language is not English and/or Respiratory Therapy program not in English);
4. National Credentialing Examination: official evidence of successful completion of the examinations approved by the NSCRT Board must be forwarded directly to the NSCRT from the examining body, the Canadian Board for Respiratory Care (CBRC).

Internationally Educated Applicants:

1. Submission of Pre-registration documentation: education (didactic and clinical), work experience, proof of language proficiency, academic qualification verification by 3rd party services (e.g. World Education Services), Registration Verification form from regulatory body (if licensed outside Canada), letters of reference from past employers, international Criminal Records Check (All documents may be submitted prior to arrival in Canada)
2. Proof of Canadian citizenship, permanent residency status or a valid work permit
3. Competency Assessment: Course by course educational review, structured interview, clinical skills assessment (Portions of this assessment may be performed prior to arrival in Canada at the discretion of the CRTO)
4. National Credentialing Examination: official evidence of successful completion of the examinations approved by the NSCRT Board must be forwarded directly to the NSCRT from the examining body, the Canadian Board for Respiratory Care (CBRC).

RTs from other jurisdictions:

1. Complete online registration form and submit payment
2. Submission of required documents: Proof of identity, Verification of work hours over the last 4 years from employer,
3. Criminal records/vulnerable sector check
4. Registration Verification Form: completed by the applicant and their former regulatory body. Must be forwarded to the NSCRT directly from the regulatory body

Cost of Registration (including payment methods)

Registration	Fees	Details
Annual Licence Fee	\$475 (new members are prorated at \$40/month for remaining months of licensing year)	Licence renewal opens the beginning of February and must be completed by March 15 th to avoid penalty. *Members returning to NS or who allowed their licence to lapse do not qualify for the pro-rated rate.

Initial applicants	\$75	Administration fee. Non-refundable.*
Past deadline renewal fee	\$50	Members who do not renew prior to the March 15 th deadline will be responsible for an additional processing fee.
Reinstatement fee	\$100	Members who let their licence expire will be subject to a reinstatement fee in addition to the annual licence fee.

All fees are payable in Canadian funds. Fees do not reflect the additional costs incurred by international applicants for competency assessment fees. Payments can be made by one of the following methods:

- Cheque payable to NSCRT
- Money order payable to NSCRT
- Credit Card

2017 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	312
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) in NS, new applicant.	9
	• Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification.	6
	• Received qualifications (training/work experience for trades) internationally, new applicant.	0
	• CFTA Transfers, applicants already registered in another Canadian jurisdiction.	2
	• Total number of applicants.	17
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	• License/certificate name:	Registered Respiratory Therapist-310 registered
	• License/certificate name:	Temporary Graduate Respiratory Therapist-2 registered
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	
	○ <i>Accepted:</i>	9
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications in Canada, new applicant:	
	○ <i>Accepted:</i>	6
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	1
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	• Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0

	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	1
	○ <i>File inactive or closed:</i>	0
	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	2
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	1
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	• Provinces:	
	○ New Brunswick	4
	○ Ontario	2
	○ Quebec	1
	○ Alberta	1
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	• Country	
	○ Russia	1
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	5
	• Received qualifications in Canada, new applicant:	5
	• Received qualifications (training/work experience for trades) internationally, new applicant:	30
	• CFTA transfers, applicants already registered in another Canadian jurisdiction:	5
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	1
	• Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification	1
	• Received qualifications (training/work experience for trades) internationally, new applicant	1

	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction 	1
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	Regulatory body costs: \$525 Other: 0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	Regulatory body costs: \$525 Other: 0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: \$525 Other: \$3500
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs: \$525 Other: 0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Scope of Practice/Occupational Title

Best Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

A Best Practice is defined as program, activity or strategy that meets one or more of the following criteria:

- improves transparency, objectivity, impartiality and/or fairness of registration practices;
- produces successful outcomes for regulators and/or applicants; and
- is shown to be effective through qualitative and/or quantitative data.

The Nova Scotia College of Respiratory Therapists is committed to ensuring that applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the NSCRT has taken to improve registration practices were brought to light, including:

Name of the Best Practice:	The National Alliance of Respiratory Therapy Regulatory Bodies	
Best Practice Category:	<div> <input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers </div> <div> <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance </div> <div> <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access </div> <div> <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach </div> <div> <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration </div> <div> <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams </div> <div> <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals </div> <div> <input type="checkbox"/> Assessment criteria and methods </div>	
Description:	<ol style="list-style-type: none"> 1. The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) is the national organization of respiratory therapy regulators in Canada. The mission of the NARTRB is to facilitate collaboration on regulatory issues while respecting the autonomy of each member organization to fulfill their regulatory mandate. Our goal is to promote consistency and excellence in regulating respiratory therapy across Canada by: Establishing minimum entry to practice standards 2. Facilitating labour mobility across Canadian jurisdictions 3. Harmonizing registration practices across Canadian jurisdictions 4. Sharing information on regulatory issues as it relates to each member organization's regulatory mandate. 5. Collaborating, sharing information and developing strategies to address professional practice issues as it relates to the protection of the public. <p>Participating as a key stakeholder with many individuals and organizations on issues and initiatives that impact the regulatory environment and the practice of respiratory therapy.</p>	
Value to Applicants:	Consistent respiratory therapy regulatory practices across all Canadian jurisdictions	
Value for Regulator:	Consistent respiratory therapy regulatory practices across all Canadian jurisdictions and the sharing of information and the development of strategies to address	

	professional practice issues as they relate to the protection of the public across Canada.
Link to further information:	www.nartrb.ca

Name of the Best Practice:	Nova Scotia Regulated Health Professions Network
Best Practice Category:	<div> <input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Training for decision-makers </div> <div> <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Governance </div> <div> <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Access </div> <div> <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Outreach </div> <div> <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Workforce integration </div> <div> <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Exams </div> <div> <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Appeals </div> <div> <input type="checkbox"/> Assessment criteria and methods </div>
Description:	The Network is formed under provincial legislation that enables health profession regulators in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice and review of registration appeals. The Network provides a forum for regulators to collaborate on common regulatory concerns.
Value to Applicants:	Access to a collaborative registration review process. A provincial perspective to healthcare regulation
Value for Regulator:	A provincial perspective to healthcare regulation. Sharing of resources to address common areas of concern.
Link to further information:	https://www.nsrhpn.ca/

Name of the Best Practice:	Canadian Board for Respiratory Care Examination
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Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	<p>The Canadian Board for Respiratory Care (CBRC) is a not for profit organization this is contracted to produce examinations for professional certification and credentialing by respiratory therapy regulators across Canada (except Quebec).</p> <p>The examinations produced by the CBRC test candidates for defined competencies that are aligned with the National Competency Framework designed and mandated by the respiratory therapy regulators. This professional competency framework provides the basis for skills and knowledge that are tested on the examinations produced by the CBRC. All examinations are designed, edited, administered and scored utilizing the highest industry recognized examination procedures and psychometric standards. The CBRC utilizes contracted third-party expert consultation for all scoring and evaluation of examination outcomes and only communicates results with relevant parties.</p>
Value to Applicants:	Access to valid, reliable, and fair entry-to-practice examinations.
Value for Regulator:	Consistency in examination and entry to practice requirements for all applicants across Canada
Link to further information:	www.cbrc.ca
Name of the Best Practice:	Self-Assessment Readiness Tool for Respiratory Therapists (SART)
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input checked="" type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	<p>The SART is a tool designed to help internationally educated individuals understand the requirements for employment in Canada. It outlines the competencies, knowledge and skills that they must have to work as respiratory therapists in Canada.</p> <p>This tool contains 4 parts:</p>

	Part 1 - What is a Respiratory Therapist? Part 2- Living and Working in Canada Part 3- Regulation of Practice in Canada Part 4- Competency Assessment The SART is a guide for those wishing to practice as a respiratory therapist in Canada. Responses are not shared with the regulatory body and it is not used by regulatory bodies to determine eligibility to register.
Value to Applicants:	Provides an overview of the profession in Canada
Value for Regulator:	International applicants are aware in advance of the application process of the competencies, knowledge and skills needed to work as a respiratory therapist in Canada
Link to further information:	https://assesshealthcareers.ca/careers/respiratory-therapy/

Name of Best Practice:	Competency Assessment
Best Practice Category:	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input checked="" type="checkbox"/> Assessment criteria and methods </div> <div style="flex: 50%;"> <input type="checkbox"/> Training for decision-makers <input type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input type="checkbox"/> Exams <input type="checkbox"/> Appeals </div> </div>
Description:	<p>Applicants who have not graduated from an approved Canadian Respiratory Therapy Educational program and do not meet the registration requirements must demonstrate their knowledge and skills through a competency assessment. Following a pre-registration process by the NSCRT, which involves an outline of education and work experience, verification of documents, and proof of language proficiency, applicants who meet the requirement will have their file referred to the College of Respiratory Therapists of Ontario (CRTC) to complete the competency assessment.</p> <p>CRTC will:</p> <ol style="list-style-type: none"> i. Review the applicant's curriculum and provide course references to demonstrate that each specific area was covered in the applicant's program ii. Perform a structured interview with the applicant to compare the applicant's knowledge, skills, and experience acquired through both education and employment against the competencies listed in the National Competency Framework. The interview may be performed

	<p>at the CRTO office or, when possible and at the discretion of the CRTO, via electronic means. The interviews are administered by 2 trained interviewers who have broad experience and expertise in the practice of respiratory therapy. Interviews focus on applicant's real-life experiences.</p> <p>iii. The course by course educational review and the interview will be compiled into an interim assessment report containing the assessment results up to that point. The CRTO or NSCRT staff will then meet with the applicant to review the report and to discuss next steps (e.g. proceed with next phase of assessment or to exit or withdraw from the assessment and to consider alternatives to proceeding with the assessment).</p> <p>iv. Perform a Clinical Skills Assessment (CSA). At this step, applicants are asked to demonstrate their clinical skills in a simulated environment (clinical environment that mimics real-world practice). The CSA consists of a series of simulated clinical scenarios each designed to measure whether applicants can demonstrate specific clinical competencies at an entry to practice level. Applicants are also assessed on their communication skills, professionalism, clinical problem solving and health and safety.</p> <p>Upon completion of the assessment process, the NSCRT will be forwarded a comprehensive assessment report prepared by CRTO Staff for consideration. The report will incorporate the results of the educational review, structured interview, and clinical skills assessment. The NSCRT will provide the applicant with a written report of the assessment. It will identify the competencies which were demonstrated and any areas where further education will be required.</p>
Value to Applicants:	Identifies specific areas where applicants may require further education
Value to Regulator:	Allows regulators to identify gaps in applicant training and experience and make focused recommendations
Link to further information:	https://www.nscrt.com/images/IEHP_Assessment_Process.pdf

Fair-access Analysis

Overall, the Nova Scotia College of Respiratory Therapists' registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the *Act (FRPA)*.

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below and develop an Action Plan to help each organization comply with the Act and improve their registration practices.

The NSCRT's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>email</i> <i>Hard Copy</i> <i>Telephone</i> <i>Other</i></p> <p><i>Applicants can access a list of required documents and printable forms from the website. We will provide a hardcopy and meet with an applicant in person if requested.</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and information is easily accessible on a website</p> <p>Process in place for applicants to track application status</p>	Level 2	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<p>Yes</p> <p><i>Internationally trained applicants can find a candidate guide on our website which informs them of the process. The guide informs applicants of the language requirements and where to have their credentials verified.</i></p> <p><i>Assessment of formal education and clinical experience to determine equivalency to entry</i></p>	<p>Level 1 No</p> <p>Level 2 Yes</p>	Level 2	

		<p><i>to practice requirements for NSCRT registration can take place prior to arrival in Canada. Pre-registration forms, available on the website, must be filled out in advance to determine applicant eligibility.</i></p> <p><i>Once in Canada, applicants are required to undergo a competency assessment to verify they possess the necessary competencies to practice in NS.</i></p>			
2	Please provide a link to your website.	http://nscrt.com	<p>Level 1 No website</p> <p>Level 2 Website is not up to date Website is not in plain language Website does not have links for international applicants Website does not contain all forms and/or guidelines</p> <p>Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines Information on pathway to licensure</p>	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<p>1- Strongly Agree 2 3 4 5- Strongly Disagree</p>			
2b	On what basis do you make changes to your website?	<p><i>Feedback from Applicants</i> <i>Policy Change</i> <i>The Registrar is responsible for ongoing updates to the website, including updating forms. Our new platform was released in 2016 and is written in plain language. Any policy change regarding registration would entail updating the website to comply.</i></p>			
2c	When was the section of the website pertaining to registration last updated?	<i>On-going</i>			

3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation Regulation</i>	<p>Level 1 Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2 Policy exists to describe certain aspect of registration process</p>	Level 2	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Respiratory Therapists Act section 10 - 32 Respiratory Therapists Regulations section 4 - 10 Bylaws section B1-3</i>			
3c	Is this information made available to applicants	Yes	<p>Available to the applicant</p> <p>Level 3 Policy exist to describe all aspects of the registration practices</p> <p>Available to the applicant</p>		
4	Are you waiting for legislation to be passed?	<p>No</p> <p><i>Proclaimed in April of 2008. No amendments have been made to the Act or Regulations.</i></p>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	Yes	<p>Level 1 Criteria is made available to applicants verbally but no supplemental documentation</p> <p>Level 2 Criteria is documented and made available to applicants</p>	Level 3	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number	<i>Yes, all information and resources regarding the criteria for meeting requirements is in the Candidate guide for Internationally Educated applicants and in the application guide, which lists the requirement for Canadian trained individuals. All Applicants have access to a self assessment tool called The Self Assessment</i>			

	of years of schooling needed to be considered equivalent to a degree)?	<i>Readiness Tool for Respiratory Therapists (SART) which assists applicants in determining whether their education and experience have provided the necessary skills to work as an RT in Nova Scotia. There is also a link provided to our competency profile. The candidate guide also provides a detailed summary of what is entailed and ...</i>	<p>Limited information about the standard you will be assessed against</p> <p>Level 3 Criteria is documented and made available to applicants</p> <p>Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method</p> <p>Applicants know the required standards that they will be assessed to</p>		
6	If you require translation of specific documents how is the applicant informed?	<p><i>Web site</i> <i>Email</i> <i>Telephone</i> <i>Other</i></p> <p><i>Prior to applying for registration, applicants have their documents authenticated by WES. WES requires documents be translated to English at the applicant's expense. The pre-registration checklist informs applicants that documents must be translated to English by a certified translator.</i></p>	<p>Level 1 No indication of translation requirements</p> <p>Available to applicants upon request</p> <p>Level 2 Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3 Translation requirements</p>	Level 2	7(a)

			documented with specific instruction Available to applicants		
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Canadian Free Trade Agreement)?	Yes <i>Members of the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) have a streamlined process for applicants registered in another jurisdiction. All provinces have similar registration requirements, and/or we are aware of any differences among provinces. In all provinces, applicants have their current jurisdiction complete a registration verification form stating the applicant met the necessary registration criteria and whether they have been subject to any investigations or disciplinary action. This ensures applicants are only required to submit supporting documentation once and that there have been no issues with their practice.</i>	Level 1 Yes – process not documented Level 2 Yes – process documented Level 3 Yes – process documented and made public on website Any additional requirements approved by government are explained on website	Level 2	3
8	Does your organization make accommodation for applicants with physical or mental disability?	Yes <i>Our office space can accommodate individuals with physical disabilities. Although we have yet to develop a formal policy, the College will make required accommodations as necessary for competency assessments (e.g. increasing breaks, assessment stages done over multiple days, etc.).</i> <i>The third party that administers our credential exam also accommodates disabilities. These are written in their candidate manual pages 15-17.</i>	Level 1 Yes – process not documented Level 2 Yes – process documented Level 3 Yes – process documented and available to applicant	Level 1	16(3)(h)
9a	Is any of your assessment process conducted by a	Yes	Level 1 Regulatory body assumes that the certifying	Level 3	16(3)(i)

	third party (i.e. national bodies, credential assessment agencies, etc.)?		organization meets FRPA standards		
9b	If so, please specify the name of the organization and describe their role.	<i>The Canadian Board for Respiratory Care (CBRC): Administers the Respiratory Therapy Certification Examination.</i>	Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards		
9c	Please indicate the types of activities that they assist with.	<i>Examinations</i>	Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization		
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>Service level agreement Participation on board</i>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes <i>CBRC has an appeal process in place, described in their candidate manual, to allow candidates to appeal their final status on the exam.</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print material</i> <i>An application guide and checklist is available on the College website, along with a candidate guide for Internationally</i>	Level 1 None Level 2 Multiple types of supports exist but	Level 3	7(e), 16(3)(k)

		<i>educated applicants. The College provides support to applicants via telephone, email, in print or in person as needed to clarify the registration process and requirements.</i>	not well documented Level 3 Multiple types of support exist, well defined and accessible		
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No			
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes <i>Each applicant is provided with a final report detailing the areas where candidate has met, partially met or not met the required competencies. The candidate will be given recommendations for methods to obtain any required bridging, education, clinical experience or to enroll in a full accredited Canadian Respiratory Therapy Program. This information is detailed in the Candidate Guide.</i>	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level 3	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	1- Very Reasonable 2 3 4 5- Very Unreasonable <i>The College typically responds to inquiries within 1-2 business days.</i>	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 2	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or	Yes	Level 1 Upon request, limited documentation and	Level 1	8(b), 8(c), 10

	rejection of an application?		no standard timeline		
13b	Do you have a formal policy for this process?	<i>No</i>	Level 2 Some documentation		
	Do you have a standard timeline	<i>No</i>	Level 3 Well-documented process with clearly established timelines		
13c	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<i>Yes</i>	Level 1 Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3 Yes – well documented process	Level 1	
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>Development of formal policies with clearly defined timelines so applicants are better informed.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	<i>Yes</i>	Level 1 Documents indicated and communicated verbally Level 2	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)

14b	Do you include a process for verification of documentation authenticity?	<p>Yes</p> <p><i>Prior to applying for a licence applicants are required to have their documents verified for authenticity by World Education Services. WES provides the College with a report. The Candidate Guide for Internationally Trained applicants and the application guide indicate required documentation for registration.</i></p>	<p>List of required documents indicated on website</p> <p>Process to verify document authenticity</p> <p>Level 3 N/A</p>		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<p>Yes</p> <p><i>Information is provided in a candidate guide as well as pre-registration checklists.</i></p>	<p>Level 1 General information</p> <p>Not broken into steps</p> <p>Level 2 Step by step process indicate where applicant needs to supply information</p> <p>Level 3 Step by step process indicate where applicant needs to supply information</p> <p>Pathway to licensure</p>	Level 2	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement	<p>Yes</p> <p><i>The College does not have a formal policy and has not encountered this circumstance but would evaluate on a case by case basis.</i></p>	<p>Level 1 Yes – on a case by case basis</p> <p>Level 2 Yes – examples documented</p> <p>Process not clearly laid out or documented</p> <p>Level 3</p>	Level 1	9(b), 16(3)(c)

	in lieu of full documentation)?		Yes – process clearly documented		
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<p><i>Language proficiency or professional</i></p> <p><i>Technical language</i></p> <p><i>Other</i></p> <p><i>The two biggest challenges are 1) meeting the language benchmarks we have established, and 2) their education and experience has not lined up enough with RT entry to practice requirements for them to be successful. We had 2 internationally trained physicians attempt to obtain a licence.</i></p>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes	<p>Level 1 Not documented</p> <p>Level 2 Documented</p> <p>Level 3 Documented and made available to applicants</p>	Level 1	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>No written policy, but applicants can request access to anything on their file.</i>			
18d	Do you charge a fee?	No			
19	Does your Act include an authority to conduct an internal review of the registration decision?	<p>Yes</p> <p><i>Respiratory Therapists Act Sections 18-20</i> https://www.nscrt.com/pdf/resources/Bill_141_RT_Act.pdf</p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 3	7(a)
20	Do you have a regulation or by-law that defines	<p>Yes</p> <p><i>Defined in the bylaws pages 12-13, Section I(iv)</i></p>	<p>Level 1 N/A</p> <p>Level 2</p>	Level 3	7(a), 10

	the internal review process?	https://www.nscrt.com/images/2016_NSCR_T_bylaws.pdf	N/A Level 3 Yes		
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision This information is provided to the unsuccessful candidate with the written decision.</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 1	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	No	Level 1 Yes Not documented Level 2 Yes	Level 1	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Not Applicable</i> <i>The internal review process is detailed in the Respiratory Therapists Act Sections 19-20 and in bylaws. Some time frames are listed in the Act. No formal policy document has been written.</i>	Documented Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>Within 30 days of receiving notification, unsuccessful applicants may, by written notice, appeal to the Registration appeal Committee. The Registration Appeal Committee must set a date for a hearing of the appeal within 60 days of receiving written notice of the appeal. The appellant is notified in writing of the hearing date, location, their right to legal counsel (or any other representative), disclosure of information, and a reasonable opportunity to respond and make submissions. The Registration Appeal Committee gives its</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 1	7(a), 10, 16(3)(m)

		<i>decision in writing to the appellant. The decision of the Committee is final.</i>			
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>In proceedings before the Committee, the applicant has a right to present a response and to make submissions.</i>			
23c	Specify the format for the internal review submission	<i>Written</i>			
23d	What is the timeline for submitted supporting evidence?	<i>Weeks</i> <i>Following notification of an appeal, the Registration Appeal Committee must set a date for the hearing of the appeal within 60 days. Evidence is admissible to the Committee if at least 10 days prior to the hearing, the opposing party has had the opportunity to view the written evidence and or given the identity of witnesses.</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes</i> <i>The Registration Appeal Committee has the discretion to allow evidence to be submitted after this time frame.</i> <i>Respiratory Therapists Act Section 19(4)</i>			
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	Level 1 Yes Level 2 Yes Specific timeline Level 3	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>less than 1 month</i>	Yes Specific timeline and communicated		7(a), 10(3)

24c	Are these timelines communicated?	<p>Yes</p> <p><i>The Act states a written decision is to be provided "within a reasonable time". To date there have been no registration appeals but all other written decisions from the College have been given within a month.</i></p>			
25	Have individuals who make internal review decisions received appropriate training?	<p>Yes</p> <p><i>The College has yet to be subject to a Registration appeal. But member of the Registration Appeal Committee would receive orientation and training by legal counsel before and during the process.</i></p>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	<p>No</p> <p><i>However, Section 18(1) of the Act defines the membership on the Registration Appeal Committee</i></p>	<p>Level 1 N/A</p> <p>Level 2 N/A</p> <p>Level 3 Yes</p>	Level 1	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	Yes	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other	<p>No</p> <p><i>Not that I'm aware of</i></p>	N/A	N/A	3

	condition—arising as a result of the implementation of Chapter 7 of the Canadian Free Trade Agreement?				
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?	Yes <i>Regulations section 8 and 9</i>	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>As a member of the National Alliance or Respiratory Therapy Regulatory Bodies, we meet at least twice a year to collaborate on projects, share information and provide updates on any provincial changes.</i>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements,	No	N/A	N/A	

	codes of ethics) within the last two years?				
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT/CFTA notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<i>No</i>			

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSCRT has agreed to work towards before the commencement of its next FRPA Review.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	Enhance registration website to enable applicants to track their application status.	1	16(3)(g)	June 2019 The web platform is currently in the process of being updated. All components of the registration process will be moved to an online application (currently paper submission) and will include the ability for the applicant to review their application status at any point in the process, specifically detailing the completed steps and the steps remaining.
2	Enhance the information on the NSCRT website, creating delineated sections which address: <ul style="list-style-type: none"> • required documentation, including document translation requirements • a step-by-step registration process, including visual pathway to licensure for: <ul style="list-style-type: none"> ○ new members ○ inter-provincial and territorial transfers; and ○ internationally trained applicants 	1-3, 5, 14, 15	16(3), 7(a), 7(c), 7(d), 7(f), 9(a)	July 2019 In process of updating the website to include registration documents and creating a visual pathway for all applicants with clearly listed steps.
3	Develop and publish a formal policy regarding accommodation for applicants with disabilities.	8	16(3)(h)	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to comply with FRPA. Committee

				members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
4	Develop a policy regarding processing applicant requests for approval to rewrite the CBRC exam after an unsuccessful attempt.	3	7(a), 16(3)	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
5	Develop a formal policy for updating website and linked documents.	2	16(3)(g)	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
6	Update website to ensure all information and Candidate guides are up to date including addressing the following sections: <ul style="list-style-type: none"> Requirements and standard of assessment for the competency assessment 	2	7(a), 7(c), 7(f), 16(3)(g)	June 2019 In the process of updating the candidate guide. The full registration fee schedule and license category tables have been added to the registration menu. A “resources” menu has been added to the international applicants’ section and

	<ul style="list-style-type: none"> • Full registration fee schedules • Links and information on programming for internationally educated applicants. 			additional resources are being researched and added.
7	Update website to ensure link to national competency profile is available for all applicants.	2	7(a), 7(c), 7(d), 16(3)(g)	Completed listed under registration menu
8	Update website to include a standard timeframe for response to inquiries from applicants.	12	7(b)	May 2019 In process of updating all applicant categories sequential application process. Information on timeframes will be included in each applicant stream with step by step registration instructions.
9	<p>Create a template rejection letter including the following:</p> <ul style="list-style-type: none"> • Written decision with reasons • Information on programs and services the applicant can participate in to facilitate future successful registration • Information regarding the internal review process, including the applicants' opportunity to make submissions 	13, 20	8(c), 8(d), 10	July 2019 <ul style="list-style-type: none"> • Templates for written decisions will be drafted and sent to legal for review • Consult provincial and national colleagues regarding specific and general programs and services available to unsuccessful applicants. • Plan to update the website to include a section on the appeals process, including applicants' options and rights
10	Develop a formal policy for providing written decisions to applicants including standard timelines.	13	7(b), 8(a)	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to

				comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
11	Develop a formal policy for accepting alternative information if required documents cannot be obtained for reasons beyond the applicants' control.	16	9	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
12	Develop a formal policy for considering requests for access to documentation relating to registration.	18	12	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.
13	Develop a policy document outlining the internal review process, including the following: <ul style="list-style-type: none"> • Standard timeframes for steps of the internal review process • Opportunities for the applicant to make 	20-26	10	Spring 2020 Policy development including: draft, review, board input, changes, and motions to approve to be performed by the newly established NSCRT governance committee. It will be tasked with policy development to

	<p>submissions and the format and manner in which these submissions must be made</p> <ul style="list-style-type: none"> • A disclaimer which states that no-one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review of that decision 			<p>comply with FRPA. Committee members have been recently appointed by the Board, with the members meeting in March 2019 to develop schedule for the year and to determine policy priority.</p>
14	<p>Work with ISANS to develop benchmarks for English language proficiency and publish on website.</p>	1b, 2	7(c), 7(d)	<p>June 2019 In the process of updating the webpage to include the standards as established by the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB). In an attempt to harmonize and comply with the requirements relating to the CFTA Chapter 7 Labor Mobility, members of the NARTRB collaborated on a project to establish a Pan-Canadian benchmark for language requirements for respiratory therapists. The NSCRT adopted the standards provided by 3 organizations as recommended by the NARTRB (CLB, IELTS, and TOEFL).</p>
16	<p>Initiate process to amend the Respiratory Therapists Regulations to ensure compliance with the Fair Registration Practices Act. The following sections require amendment:</p> <ul style="list-style-type: none"> • Section 7 of the Regulations should be amended to clearly outline the methods and standard of assessment that will be used by the 	3	6, 7(a), 7(c), 7(d), 9(a)	<p>September 2020 The Governance committee will review the Regulations and edit the content to reflect the necessary changes to comply with the FRPA recommendations. Following legal review, the changes will be submitted to Government.</p> <p>Interim policy development will be completed by the NSCRT Governance committee</p>

	<p>Credentials Committee in the competence assessment.</p> <ul style="list-style-type: none"> • Section 9(1)(b) should be amended to outline the specific requirements that candidates will have to meet in the competency assessment. • Section 10(d) of the Regulations should be amended to clearly articulate the specific information and associated documentation that an applicant will be required to provide to the Credentials Committee. <p>In the meantime, establish and publish a policy clearly and specifically outlining all requirements of registration, the standard and format of assessment, and any documentation and information that the applicant must provide.</p>			<p>followed by Board approval- expected approval date March 2020</p>
17	<p>Initiate process to amend the Respiratory Therapists Act to establish compliance with FRPA. Section 10 of FRPA requires that regulatory bodies provide an internal review process to applicants who have not been granted registration. Sections 15 and 16 of the Act should be amended to establish a right to internal review of a decision not to register an applicant for a temporary license.</p>	20	10	<p>September 2020 The Governance committee will review the Act and edit the content to reflect the necessary changes to comply with the FRPA recommendations. Following legal review, the changes will be submitted to Government.</p>

18	<p>Initiate process to amend Regulations to ensure compliance with Chapter 7 of the Canadian Free Trade Agreement (CFTA). Article 705 of the CFTA requires that workers certified for an occupation in another Canadian jurisdiction be certified for that occupation in Nova Scotia without any additional material requirements for training, experience, examinations or assessments. The following amendments should be made to the regulations:</p> <ul style="list-style-type: none"> • The Regulations should be amended to establish that if an applicant has proven that they are currently registered in good standing in another jurisdiction, they will not be subject to assessment of the other criteria established in section 8 or any assessment by the Credentials Committee as established on section 10(d). <p>In the meantime, create and publish a policy on the streamlined process for applicants registered in good standing in another Canadian jurisdiction. In particular the policy should clearly outline that those in good standing in other jurisdictions will not be subject to further assessment of their credentials. Update documents to reflect CFTA compliance. The following documentation requirements currently</p>	7	3, CFTA Chapter 7	<p>September 2020 the Governance committee will review the Regulations and edit the content to reflect the necessary changes to comply with the FRPA recommendations. Following legal review, the changes will be submitted to Government.</p> <p>Interim policy development will be completed by the NSCRT Governance committee followed by Board approval- expected approval date March 2020.</p> <p>April 2019 Website documents will be updated to reflect correct CFTA requirements.</p>
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	<p>published on the website need to be amended:</p> <ul style="list-style-type: none"> • A full employment history should not be required. • Applicants in good standing engaged in active practice should not need to provide proof of participation in a continuing competence program. 			
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Disclaimer

The Nova Scotia College of Respiratory Therapists hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.

Sarah Planetta
Registrar

April 22, 2019
Date

Appendix

Nova Scotia regulatory bodies will provide the following documents for assessment:

- ✓ Copies of blank application form
- ✓ Redacted rejection letter
- ✓ Third Party Questionnaire
- ✓ MOU with 3rd party assessor
- ✓ Website Checklist
- ✓ Initial Registration Application Guide
- ✓ Registration Verification Form
- ✓ Competency Assessment
- ✓ Candidate Manual
- ✓ Guide for Candidates Educated Outside of Canada
- ✓ Pre-Registration Checklist
- ✓ Interim Report Template
- ✓ How to Appeal a Registration Decision

INITIAL REGISTRATION APPLICATION

CREATE YOUR ACCOUNT

Email	<input type="text"/>
Password	<input type="password"/>
Password Again	<input type="password"/>

CLASS OF REGISTRATION

Class of Registration	<input type="radio"/> Active Practice: Active Practice _ Has met basic requirements of the profession and is able to practise in the profession in Nova Scotia.
	<input type="radio"/> Temporary: Temporary - Currently licensed in another jurisdiction and will be temporarily (less than 12 months) working in Nova Scotia.
	<input type="radio"/> Non-Practicing: Non-Practising _ Member of the College who was eligible for an active-practice licence but is not now practicing respiratory therapy in the province
	<input type="radio"/> Temporary Graduate: Graduate _ Practising under supervision for up to 18 months until successful completion of the entry to practice exam.
Date Licence is Needed	<input type="text" value="2019-04-12"/>

DEMOGRAPHICS

<input type="radio"/> Yes	Aboriginal Status
<input type="radio"/> No	
<input type="radio"/> Yes	Are you a member of a visible minority?
<input type="radio"/> No	

MEMBERS DATA

Given Name(s)	<input type="text"/>	Surname	<input type="text"/>
Previous Name	<input type="text"/>		
	if applicable.		
Country	<input type="text" value="Canada"/>	Phone	<input type="text"/>
Province	<input type="text" value="Nova Scotia"/>	Date of Birth	<input type="text"/>
Postal Code	<input type="text"/>	Gender	<input type="text" value="Please select..."/>
City	<input type="text" value="Please select..."/>		
Address	<input type="text"/>		

CITIZENSHIP STATUS

DOCUMENTATION VERIFYING YOUR CITIZENSHIP STATUS MUST ACCOMPANY THIS APPLICATION FORM.

Citizenship

- ☐ Canadian Citizen
- ☐ Permanent Resident/Landed Immigrant of Canada
- ☐ Authorized under the Immigration Act

LANGUAGE PROFICIENCY

IF YOUR FIRST LANGUAGE AND YOUR LANGUAGE OF RT INSTRUCTION IS NOT ENGLISH, DOCUMENTATION OF FLUENCY IS REQUIRED.

First Language

Please select...

Language of RT Training

Please select...

Preferred Language of Correspondence from the College

Please select...

Will you be able to provide professional services in (Check all that apply)

☐ English

☐ French

☐ Other

RESPIRATORY THERAPY EDUCATION

Name of Institution

Please select...

Program Type

Please select...

Degree/Diploma/Certificate Obtained

Please select...

Year Started

Please select...

Year Completed

Please select...

Address

City

Province

Please select...

Postal Code

Country

Please select...

+ Respiratory Therapy Education

OTHER EDUCATION

Name of Institution	<div>Please select...<div></div></div>		
Field of Study	<div>Please select...<div></div></div>		
Program Type	<div>Please select...<div></div></div>	Address	<div></div>
Degree/Diploma/Certificate Obtained	<div></div>	City	<div></div>
Year Started	<div></div>	Province	<div>Please select...<div></div></div>
Year Completed	<div></div>	Postal Code	<div></div>
		Country	<div>Please select...<div></div></div>

+ Other Education

PROFESSIONAL REGISTRATION AND CONDUCT

PLEASE COMPLETE THE ATTACHED REGISTRATION/LICENSURE DATA VERIFICATION FORM TO SUPPORT YOUR STATUS OR REGISTRATION WITH A REGULATORY/LICENSING ORGANIZATION.

Regulatory/Licensing Body	<div></div>		
Province/State	<div>Please select...<div></div></div>	Reg./License No.	<div></div>
Country	<div>Please select...<div></div></div>		
Date Registration Held From	<div><div></div><div></div></div>	Date Registration Held To	<div><div></div><div></div></div>

+ Professional Registration

SELF DECLARATIONS

IF YOUR ANSWER IS YES TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE FULL DETAILS IN THE TEXT AREA PROVIDED.

Have you been found guilty of a criminal offence in Canada or in any jurisdiction outside Canada? *

☐ Yes ☐ No

Have you been disciplined, suspended, required to resign or terminated, from employment as a health professional for unprofessional behavior, misconduct, incapacity, incompetence, negligence or disciplinary action? *

☐ Yes ☐ No

Have you ever had your certificate of registration or license suspended, removed or revoked by any professional licensing or registration body? *

☐ Yes ☐ No

Have you previously applied for registration or have you previously been registered with the Nova Scotia College of Respiratory Therapists? *

☐ Yes ☐ No

Have you been the subject of any professional misconduct, incompetence or incapacity proceeding by any health profession licensing or registration body? *

☐ Yes ☐ No

Is there any event, circumstance, condition or matter not disclosed in your replies to the preceding questions relevant to your competence, conduct or physical or mental capacity that might be an impediment to your ability to function as a Respiratory Therapist? *

☐ Yes ☐ No

EMPLOYMENT

PLEASE NOTE THAT BEGINNING ANY RESPIRATORY THERAPY EMPLOYMENT (IN NOVA SCOTIA), INCLUDING CLINICAL ORIENTATION PRIOR TO BEING ISSUED A LICENSE TO PRACTICE BY THE COLLEGE IS IN CONTRAVENTION OF THE RESPIRATORY THERAPY ACT AND MAY IMPACT ON THE APPROVAL OF YOUR APPLICATION.

You must choose an item from the list

What is your current employment status?

Please select...

▼

Have you ever been “engaged in the practice” (see definitions) of Respiratory Therapy in any jurisdiction at any time in the past?

☐ Yes ☐ No

Have you recently been offered a position as a Respiratory Therapist? If your answer is “YES”, please complete the following Employment Data section:

☐ Yes ☐ No

CERTIFIED AREA OF SPECIALITY

Certified Area of Speciality

Please select...

▼

I will be uploading scanned documents with this application:

☒ Yes ☐ No

UPLOAD DOCUMENTS

Proof of Citizenship	<input type="text"/>	Browse...
Proof of successful completion of the CBRC exam	<input type="text"/>	Browse...
Criminal Record Check	<input type="text"/>	Browse...
Vulnerable Sector Check	<input type="text"/>	Browse...
Employer verification of hours worked over the past 4 years	<input type="text"/>	Browse...
Respiratory Therapy Education Transcripts (if you graduated over eight months ago)	<input type="text"/>	Browse...

PAYMENT OF FEES

In order for your application to be processed you must submit all applicable fees.

- Application fee: \$75.00 The application fee is non-refundable
- Registration fee: The College registration year runs from April 1 to the end of March. For applicants who have never been registered with the College, registration fees are prorated at \$40.00/month

Former members returning to the College are required to pay the full registration fee of \$475.00 regardless of the month in which the application is made.

Choose Your Method of Payment

- ☒ Credit Card
- ☐ Send a cheque via mail

Upon submission, you will be asked to provide credit card information.

[Submit!](#)



Nova Scotia College of Respiratory Therapists

Date:

Re: Application for Registration

Dear

We regret to inform you that your application to register with the Nova Scotia College of Respiratory Therapists (NSCRT) and have a license to practice respiratory therapy was denied by the Credentials Committee.

Section 14 (1) of the Respiratory Therapists Act states: *The Registrar shall register and shall issue an active practicing licence to a person who has completed a respiratory therapy program and who meets the criteria for registration and entry in the active-practicing roster as set out in the regulations.*

The Regulations for Respiratory Therapists in section 10 (d) *an applicant must provide information required by the Credentials Committee to establish that the applicant has the capacity, competence, capability and character to safely and ethically practice respiratory therapy.*

After review of your application, the Credentials Committee determined you are not eligible for entry into the active-practice roster for the following reason or reasons identified with a check mark:

- ☐ Capacity: Your ability to practice respiratory therapy is subject to conditions or restrictions from another jurisdiction.
- ☐ Competence: Your competence assessment showed that you do not have our mandatory competencies. A competence assessment report is attached.
- ☐ Capability:
 - ☐ You have not demonstrated the required English language fluency
 - ☐ You do not have the necessary legal authorization to work in Canada
- ☐ Character: Documentation of good conduct

You may appeal this decision to the Registration Appeal Committee within thirty days of receipt of this letter by notifying the NSCRT Registrar, in writing, at registrar@nscrt.com. The Appeal process is attached.

Sincerely,

Questions for Third Party Organizations

Per Section 16(3)(i) of the FRPA, Nova Scotia regulatory bodies are required to provide information on the role of third-party assessors in the registration process.

The FRPA Review Officer expects that if a Nova Scotia regulatory body relies on a third party to assess qualifications, it will take reasonable measures to ensure that the third party makes the assessment in a way that is transparent, objective, impartial and procedurally fair.

QUESTIONS

Please provide links to policy and other relevant documentation where possible.

1. Describe the information provided to applicants regarding your assessment practices.
 - a. How is this information communicated (e.g. website, downloadable documents, etc.)?
The information regarding the NSCRT's Assessment Process on international applicants is provided on the NSCRT website [here](#) and in writing (via mail) at the request of the applicants.
 - b. What steps have you taken to ensure the information is organized, easy to find and written in plain language?
All pages related to the assessment process of international applicants are undergoing ongoing editing and re-organization to ensure the information is organized, easy to find and written in plain language. Many of the changes are based on feedback received from prospective international applicants visiting the website.
2. How often do you review registration information on your website for clarity, accuracy and completeness?
The website is under continuous review based on feedback from applicants.
3. What fees are involved in the assessment process and how is this information provided to applicants?
International applicants are charged a \$250 application fee for review of submissions to ensure they meet the requirements to proceed with a competency assessment. Once all necessary documentation has been received, applicants are referred to the College of Respiratory Therapists of Ontario (CRTO) where they will undergo an competency assessment. The competency assessment involves a behavioural descriptive interview that assesses real life clinical experiences (\$500) and a clinical skills assessment in a laboratory setting in Toronto (\$2750 plus travel costs). Following the assessment, CRTO provides a detailed report of the assessment to the NSCRT Credentials Committee. The NSCRT provides the applicant with a written interim report following the interview and a written final report following the clinical skills assessment.
4. Are the criteria used for assessing applicants documented and publicly accessible? a. If so, by what means?
A link to the [CRTO assessment process](#) is available in the NSCRT [international applicant guide](#). At the applicants request, information about the process will also be sent to the applicant via email.
5. Are the criteria clearly linked to the requirements/standards for entering the profession/trade?

The criteria are linked to the requirements for entry-to-practice standards for respiratory therapists in Canada. Documents required for the NSCRT assessment process are used to determine the similarity between the applicant's education and real life experience in comparison to entry-to-practice competency in a Canadian accredited program. The entry-to-practice [competency framework](#) is provided in a link on the website for all applicants.

6. Do you provide information to applicants regarding the method(s) by which they will be assessed (e.g. written and practical examinations, structured interviews)?
 - a. How is this information provided? Please provide relevant links and documentation.

Information on the assessment process, including approximate costs and timelines, is provided in the [international applicant guide](#). This information includes details on the final component for licensure that follows the competency assessment, the Canadian Board for Respiratory Care examination. A link is also provided on the website to the [CBRC candidate manual](#).
All information is provided in writing (via email) or over the phone upon request.
7. Does your organization require that assessors consistently apply qualifications assessment criteria, policies and procedures to all applicants?
 - a. Do assessors:
 - i. follow documented guidelines about how to conduct the assessment?
 - ii. use the same tools to reach assessment decisions for each applicant?

The competency assessment is administered at the CRTO office by trained assessors who have broad experience and expertise in the practice of Respiratory Therapy. The CRTO provides the NSCRT Credentials Committee with a comprehensive assessment report listing any gaps in the applicant's knowledge and skills in comparison to Canadian entry to practice standards. The NSCRT Credentials Committee may reject the applicant if there are not sufficient resources to remediate the gaps or they may provide a detailed list of available courses/information and defer the decision until the applicant completes the required furthering education. Decisions are made on a case by case base and dependent on the availability of resources to remediate the particular gaps in knowledge or training. There is no RT bridging program therefore resources are often limited.

8. How do you determine the validity of the assessment methods that you use?
 - In 2014 the NSCRT completed a project funded by an IQR grant through NSLAE to develop a practical skills assessment. That project provided the first competency assessment framework of tools used by the NSCRT. The assessment included a competency interview, written clinical exam, and a skills assessment that included OSCE stations and simulated clinical scenarios. Each component of the assessment process was based on the 2011 Competency Profile for Respiratory Therapy.
 - In 2016 The National Competency Profile was updated to a National Competency Framework. The NCF was validated through practice surveys of respiratory therapists across each province in Canada.
 - Subsequently, members of the National Alliance of Respiratory Therapy Regulatory Bodies collaborated to harmonize assessment processes for international applicants. There was agreement that a competency assessment should include a behavior descriptive interview, a written clinical based exam, and skills assessment done with OSCE stations and simulated clinical scenarios. Nova Scotia and several other provinces adopted the Ontario assessment tools as they were mapped to the 2016 NCF.
 - Each component of the competency assessment has two competency assessors who score the candidates progress independently. The skills assessment component also has an observer for quality assurance of the assessment process.
 - Each component of the assessment process was developed from the validated 2016 NCF and the competencies being tested are mapped to the NCF. Respiratory therapy education curriculum in Canada and the National Entry to Practice exam are also mapped to the NCF.

- a. Does your website publish pass scores? We do not publish any scores
9. Do you screen applicants in advance of a formal assessment process? If so, describe the pre-screening process.
- a. Do you track the number of applicants that are excluded through the pre-screening process?

All potential applicants are advised to complete the Self Assessment Readiness Tool for Respiratory Therapists ([SART](#)) prior to initiating the process (link provided in the IEHP Guide). The SART is designed to help internationally educated healthcare professionals understand the respiratory therapy profession in Canada, assess their skills and identify possible pathways to licensure. There is no cost associated with the SART and the information is not shared with the NSCRT. Applicants are required to submit both their educational (including clinical time) and relevant employment history in the pre-screening process. This history is compared to the entry to practice knowledge of a Canadian educated graduate. No potential applicants up to this point have been excluded in the pre-screening process. The pre-screening process simply allows for detailed planning for areas that may require a more comprehensive assessment. While we have not excluded anyone in a pre-screening process, the process has been delayed secondary to some pre-screening requirements such as language proficiency.



- b. Do you monitor the barriers applicants encounter during pre-screening which may prevent them from advancing to the application process? If so, what barriers do you identify?
- The pre-screening process is simply to collect and review information/history from the potential applicant. It is used as a tool to plan the competency assessment. The only potential barrier in the pre-screening process is the language proficiency. Applicants must meet the language bench mark to be eligible to undergo a competency assessment.

10. What is your process for verification of documentation authenticity?

As per the NSCRT IEHP Application Guide, applicants are required to have their credentials verified by World Education Services (WES).

11. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control? The NSCRT currently does not have a policy on accepting alternative information. We assess on a case by case basis.
12. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant? No, we currently do not have a policy. It states on the NSCRT website that applicants are required to have documents translated to English, at their own expense.
- a. If so, please attach or provide a link to the policy.

13. Do you provide written decisions on an application for assessment, including reasons for rejection of an application? Yes, a written rejection letter is provided to the applicant including reasons and the process for appealing the decision.
- Please provide a sample/redacted decision letter.
14. Is information provided about what applicants can do to close any gaps in their qualifications?
- If yes, please provide an example (e.g. sample/redacted decision letter).
Following a competency assessment, applicants are provided with a written report on the assessment, as well as an in-person meeting to discuss the results. The report details all gaps noted during the assessment process.
15. Do you have formal policies in place for: No, the NSCRT does not currently have formal policies for any of the items listed below.
- Accommodating individuals with physical or mental disabilities,
 - Specifying the timeframe for responding to applicants and making an assessment decision,
 - Ensuring that a decision-maker on an internal review / appeal was not involved in making the original decision, and
 - Providing access to records relating to the assessment of an applicant to the applicant upon request?

Are these policies accessible to applicants? If your answer is yes to any of the above in question 15, please attach or provide links to all relevant documentation.

16. Describe your internal review/appeal process.
- Are applicants given the opportunity to make submissions in the internal review / appeal process? Yes
 - Is there a timeframe for requesting an internal review / appeal and for submitting additional evidence?
30 days
 - What is the timeframe for a decision to be made on an internal review / appeal?
 - How are applicants informed of the internal review process (including applicable timeframes)? When an applicant receives a letter of rejection for licensure, a second document detailing the appeals process is attached.

17. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

We have not had any appeals. It would not be feasible to keep committee members trained at all times (they may complete their term on the committee without having heard an appeal). In the event the NSCRT receives an appeal, extensive training would be provided to members of the Registration Appeal Committee.

18. Does your organization endorse any international, Mutual Recognition Agreements?
- If so, please list the agreements.
No, we do not have any international mutual recognition agreements. All IEHPs undergo the same assessment process and entry-to-practice certification exam process, regardless of where they trained.

19. What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?

The greatest obstacle for IEHPs are: costs related to obtaining documents; costs associated with a competency assessment; meeting the language benchmark; and lack of resources for remediating gaps in knowledge once assesses.

Registration Examination Agreement

BETWEEN

The Nova Scotia College of Respiratory Therapists

a Provincial Respiratory Therapy Regulatory organization and not for profit corporation with principal offices at:

1959 Upper Water Street, Suite 1301

Halifax, Nova Scotia

B3J 3N2

(hereinafter "NSCRT")

and

The Canadian Board for Respiratory Care Inc.

a Canadian examination production corporation with principal office at

7 Worden Road, Cambridge Narrows, NB E4C 4G5

(hereinafter "CBRC")

Whereas the NSCRT has determined that the CBRC is capable of producing an examination that suitably reflects the national entry-to-practice standards and weighting matrix of the National Competency Profile,

Now therefore the NSCRT acknowledges that the CBRC will levy an examination fee, to be paid by the candidates, and that the NSCRT will be advised of the fee, the parties hereto agree as follows:

DEFINITIONS

In this agreement;

- a) "Applicant" means a person who has applied to write the CBRC examinations.
- b) "Candidate" means a person who has successfully completed a CoARTE Accredited training program and is a First Time Writer or a "Foreign Trained or Non-First Time Writer" who has been deemed eligible by the NSCRT to write the examination.
- c) "Certificate" means a Certificate of Registration issued by the Registrar to a person who meets the provincial registration requirements.
- d) "Examination" in this Agreement means the NSCRT provincial registration examination as approved by Council, produced by the CBRC, and based on the National Competency Profile and examination weighting matrix, and all forms of the same whether past or future, regardless of the medium of producing the same.

- e) "Exam Security" means the integrity of the confidentiality of the examination, and the measures taken to maintain that integrity.

1. PRODUCTION OF EXAMINATION

- a) The CBRC shall maintain an examination bank suitable for the production of the examination and a secured back-up copy of the bank. A copy of each examination developed for the duration of the agreement will be placed in trust with the Psychometric Consultant appointed by CBRC.
- b) The examination shall:
 - i) be developed in accordance with accepted psychometric standards.
 - ii) be produced, distributed and administered for the purpose of assessing entry-to-practice competencies as required by provincial legislation or regulation.

2. MATERIALS

- a) The CBRC shall provide the NSCRT email copies of all formal reports, analyses, studies, or other documentation received by the CBRC regarding the validation, reliability, scoring method, or other relevant characteristics of the examination.
- b) The CBRC shall make available on the CBRC website (www.cbrc.ca) all information prepared by the CBRC relating to the examination, which is provided by the CBRC to the Candidates (Candidate Manual).

3. EXAMINATION SITES

- a) The CBRC agrees to oversee the administration of the examination twice a year during the term of this Agreement. If the NSCRT requires that the examination be administered more frequently, any costs not covered by candidate fees associated with such extra writings will be negotiated with the NSCRT.
- b) The CBRC will administer the examination at such locations in Nova Scotia and times as specified in the Candidate Manual a minimum of two times per year.
- c) Notice of the examination dates and times will be posted on the CBRC website.

4. ADMINISTRATION OF NSCRT PROVINCIAL REGISTRATION EXAMINATION

- a) The CBRC shall oversee the administration of the examination only to candidates who are first time writers who have completed a CoARTE accredited training program and Foreign Trained and Non-First Time Writers deemed eligible by the NSCRT unless the NSCRT agrees otherwise in writing.
- b) Foreign Trained and non-first time writers, who are applying under the eligibility requirements of the NSCRT must have their eligibility verified by the NSCRT prior to the CBRC administering the examination.

- c) The NSCRT shall make the CBRC aware of any NSCRT Examination Rewrite Policy and any applicants that have not adhered to the policy.
- d) An electronic file of the names and addresses of all Candidates requiring NSCRT- eligibility confirmation will be provided to the NSCRT by the CBRC. The NSCRT in return will provide confirmation of eligibility to the CBRC at least 4 weeks prior to the date of the writing of the examination.
- e) The CBRC will make available examination application forms to, and collect appropriate examination fees from, the Candidates.
- f) Both the NSCRT and CBRC agree to notify each other in writing of any changes to the NSCRT eligible Candidate list as soon as either organization becomes aware of the change.
- g) The administration, scoring, and reporting of results of the examination to the Candidates shall comply strictly with the procedure as described in the most recent version of the Candidate Manual made available by CBRC to the Candidates. The provisions of the booklet will not contravene the terms of this Agreement.
- h) Candidate identification numbers shall be assigned by the CBRC in the manner prescribed by the CBRC.
- i) No Candidate shall be discriminated against in any manner. The CBRC shall make required accommodations to the examination procedures in order to satisfy a Candidate's special needs protected by applicable human rights legislation, provided such modifications are received by the CBRC from the Candidate directly, in writing, at least thirty (30) days prior to the date of the examination or there are appropriate grounds for making a late accommodation request. The request must not jeopardize the integrity or validity of the examination
- j) The CBRC shall ensure one representative to be present at all times in each room in which there are one or more Candidates writing the examination.
- k) Representatives appointed by the NSCRT may be present as observers at an examination testing site. Where possible, representatives so appointed by the NSCRT should not be both observer for the examination of a Candidate, and a member of a faculty that has prepared that Candidate for the examination. All costs associated with having such representatives appointed by the NSCRT present during the writing of the examination will be the sole responsibility of the NSCRT.
- l) The CBRC shall be responsible for the scoring of the examination in relation to a psychometrically acceptable cut score study.
- m) The CBRC shall provide to the NSCRT, the examination pass mark for each sitting of the examination.
- n) The CBRC shall provide the NSCRT with the results of each Candidate in an alphabetical list. The list of Candidates includes: the candidate's name, the CBRC file number, the organization confirming eligibility (if applicable), the training program the candidate graduated from, the year the candidate graduated, and the number of attempts.

- o) An electronic file of the information detailed in m) and n) above will be provided to the NSCRT, by the CBRC, on a date no greater than six (6) weeks following the date of the writing of the examination.
- p) The CBRC will provide a detailed profile of each Candidate's examination results to the Candidate within eight (8) weeks of the date of the examination writing. The profile will be constructed in such a manner so as to provide the unsuccessful Candidate with information that may allow an understanding of the areas of deficiency.
- q) The CBRC shall provide a reasonable appeal mechanism for Candidates challenging the examination process or results, and the appeal process shall be outlined in the examination Candidate Manual.
- r) If a Candidate or other person challenges, through the NSCRT registration process or other means, the validity of the examination or any specific examination results, the CBRC shall cooperate with and assist the NSCRT to defend the challenge including providing the NSCRT with the necessary information to defend against the challenge and provide any necessary documents or witnesses for a review or hearing. The NSCRT shall pay the reasonable expenses of the CBRC for providing this cooperation and assistance to the extent that it goes beyond the obligations of the CBRC that are otherwise set out in this Agreement.

5) SECURITY MEASURES

- a) The NSCRT and CBRC shall use all reasonable measures to keep confidential the contents of all past and current forms of the examination. The CBRC may not reuse examination papers, including any question pattern, case study pattern, or rearrangement of pattern, which was based upon the National Competency Profile weighting matrix without the express written permission of the NSCRT.
- b) It is acknowledged that the CBRC may, from time to time, conduct audits of Exam Security. The NSCRT agrees to co-operate in such audits, which may include, but are not limited to, the Exam Security employed by the CBRC in regard to development, processing, collection, scoring, storage and destruction of the examination and all related material.
- c) The CBRC shall maintain its existing procedures for Exam Security at each site. Exam Security is subject to reasonable change by the CBRC during the term of the Agreement, , including any changes recommended by any security audit described in paragraph 5(b). The cost and payment of any special investigation, review, or report requested by the NSCRT, which falls outside the present examination security, shall be negotiated with the CBRC.
- d) Any situation that affects, or might reasonably be expected to affect, Exam Security, shall be reported immediately by telephone to the CBRC, and a detailed written report shall be provided to the CBRC immediately thereafter. The CBRC shall, in its sole discretion, determine what, if any, further action or investigation should be carried out in regard to such situation. The NSCRT reserves the right

to decline to accept an examination result that appears to be compromised by an Exam Security event.

- e) The NSCRT shall cooperate with all investigations undertaken or authorized by the CBRC with regard to any actual or alleged breach of Exam Security. Copies of all written reports arising from such investigations will be forwarded to the NSCRT at the conclusion of such investigations.
- f) Neither the NSCRT nor the CBRC will permit any person to review the contents of past or present examinations, conducted for the NSCRT by the CBRC, except as follows:
 - i) Persons engaged in the development of the examination and authorized in writing by the CBRC;
 - ii) Representatives of the NSCRT to review and evaluate the examination;
 - iii) Appropriate legal authorities in connection with an investigation in relation to paragraph 5 (e).

6) INFORMATION PROVIDED TO EXAMINATION CANDIDATES

The CBRC shall provide to the examination candidate, at no cost, information relating to:

- a) The examination application process;
- b) The list of the documentation needed by an examination applicant;
- c) A general overview of the examination;
- d) Examination format and scoring process (i.e., criteria applied);
- e) The process for requesting special accommodation;
- f) Privacy policies and a reference to where a complete copy of the CBRC privacy policy can be obtained; and
- g) The Appeal process.

7) FAIRNESS REQUIREMENTS

The CBRC acknowledges that the regulatory authorities are legally obliged to ensure that the CBRC operates in accordance with the principles of transparency, objectivity, impartiality and fairness. The CBRC agrees to perform its obligations under this agreement in a manner consistent with those principles, including the following:

- a) Providing the information described in article 6, above,
- b) Ensuring that fees for international graduates are comparable to those for Canadian applicants, subject to any actual cost differentials,
- c) Administering a reasonable appeal mechanism,
- d) Providing training to those who develop and administer the examination,
- e) Providing applicants with the rationale for decisions made in their case,
- f) Maintaining an appropriate and current privacy policy, and
- g) Maintaining an appropriate and current conflict of interest, discrimination and bias policy.

8) TERMS OF AGREEMENT

This agreement shall commence May 23, 2018, and shall terminate on May 31, 2019.

9) NON-ASSIGNABILITY

Neither party may assign or transfer its interest in this Agreement, nor any interest herein, nor claim hereunder without prior written approval of the other party.

10) NOTICES

Notices under this agreement shall be deemed duly made when in writing and personally delivered, mailed or emailed, to the current principal office of the other party.

11) TIME IS OF THE ESSENCE

It is understood and agreed between the parties that the CBRC administers the examination on specified dates of each year and that the times set forth for performance by each party of its obligations under this Agreement are of the essence. In the event that either party should fail in meeting any obligation limited by time under this Agreement, the other party shall not be penalized for a delay in performance occasioned by the delaying party.

12) NON-EXCLUSIVITY

Whereas it is recognized that other respiratory therapy regulatory bodies, governments and voluntary certification bodies may wish to enter into an agreement with the CBRC to utilize examination services for the purposes of granting a license or certificate for their purposes;

NSCRT acknowledges that the CBRC may enter into such agreements so long as said agreements do not jeopardize the ability of NSCRT to maintain the sanctity and value of the NSCRT provincial registration examination and NSCRT provincial registration process (e.g., circumvention of eligibility requirements for Nova Scotia applicants). The wording of proposed agreements, exclusive of monetary amounts, may be reviewed by the NSCRT prior to being signed by the CBRC.

13) FORCE MAJEURE

Neither party shall be liable to the other for any loss arising from breach of any term of this Agreement if such breach arises from events beyond the control of the party in breach, and reasonable steps to avoid such breach were taken by such party.

14) CANCELLATION

Either party may cancel the agreement upon notice.

- a) The NSCRT shall give the CBRC at least one hundred twenty (120) days notice in writing of such cancellation.
- b) The CBRC shall give the NSCRT at least one hundred twenty (120) days notice in writing of such cancellation.

15) BINDING EFFECT

This Agreement is binding upon the parties hereto and their respective heirs, successors, administer, and approved assigns.

16) GOVERNING LAW

This agreement will be governed according to the laws of the Province of New Brunswick and Nova Scotia.

17) SEVERABILITY

If any provision of this Agreement, or the application of such provision to any person or circumstances, shall be held invalid, the remainder of this Agreement, or the application of such provision to any person or circumstance other than those as to which it is held invalid, shall not be affected thereby.

18) COMPLETE AGREEMENT

This Agreement constitutes the entire agreement between the parties and no amendments hereto shall be valid unless made in writing and executed by both parties.

IN WITNESS WHEREOF the parties hereto have hereunto set their respective hands and seals by their officers or representatives duly authorized in that regard the day and year first above written.

The Nova Scotia College of Respiratory Therapists

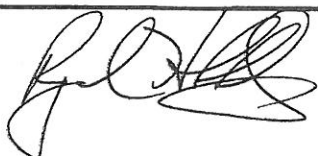
Per: 

Witness

Canadian Board for Respiratory Care Inc.



Chair CBRC Board of Directors



Per:

Witness

Web Design Best Practices Checklist for Nova Scotia Regulatory Bodies

Use these best practice examples to learn how your organization can enhance what it is doing to provide fair, equitable and accessible pathways to licensure and meet its obligations under the Fair Registration Practices Act (FRPA).

Decide on a plan of action. Once you have assessed your website in accordance with these guidelines, decide what best practices your organization will adopt to improve the accessibility of your website for internationally trained applicants.

VISUAL DESIGN AND ACCESSIBILITY	
Site is responsive to all 'smart' devices: • e.g.: desktop, tablet or smart phone.	<input checked="" type="checkbox"/>
Content displays on popular/current versions of Chrome, Firefox, Internet Explorer, Safari, etc.	<input checked="" type="checkbox"/>
Keywords are used in menu items.	<input checked="" type="checkbox"/>
Main menus have fewer than 5 items.	<input checked="" type="checkbox"/>
Images provide additional clarity to content: <ul style="list-style-type: none"> • e.g.: icons for simplicity and clarity: ○ static visuals (to avoid visual chaos and distractions). ○ hover effects are often used to provide visual clues to users about links and key content. The movement should only happen in response to a user action (e.g. a click, or moving the mouse over an element on the page). 	<input checked="" type="checkbox"/>
Information provided is succinct: <ul style="list-style-type: none"> • content should start as a summary and provide links to more in-depth information. • users should always have a clear expectation of what they will get when they click on a link. Partial conformity: Website is under review and updates are being made to forms and the candidate guide	<input type="checkbox"/> P

Headings are appropriately styled to give a visual guide to their importance: <ul style="list-style-type: none"> • H1 headings = largest • H2 headings = smaller • H3 headings = smaller still 	<input checked="" type="checkbox"/>
Limited, industry-specific colours have been used.	<input checked="" type="checkbox"/>
Text colour has sufficient contrast with background colour.	<input checked="" type="checkbox"/>
Font, font sizes and font colours are consistently used. Partial conformity: website is being reviewed and edited for consistency of use of font, font sizes and font colours since most recent updates	<input type="checkbox"/> P
Nothing makes sound (unless you click on a short video).	<input checked="" type="checkbox"/>
Captions are provided to audio or video files. *Currently no audio or video files used on website	<input type="checkbox"/>
FUNCTIONALITY	
All internal hyperlinks work.	<input checked="" type="checkbox"/>
All external hyperlinks work. Partial conformity: External Hyperlinks are under review	<input type="checkbox"/> P
All forms function as expected. Partial conformity: Forms are in the process of being updated to a more concise format	<input type="checkbox"/> P
No JavaScript errors are generated.	<input checked="" type="checkbox"/>
CONTENT AND NAVIGATION	
A specific drop-down menu or heading is available for internationally educated individuals.	<input checked="" type="checkbox"/>

<p>‘Information Architecture’ principles—e.g. with the goal of organizing structure and labelling content in an effective way— have been applied:</p> <ul style="list-style-type: none"> • every click gives the visitor confidence that they are moving towards the correct information. • users can get the information they’re looking for in minimal clicks. • content is organized with a pathway or link to pathway as a visual aid for applicant • well-researched personas are used when considering content, layout, navigation—e.g.: female; single; mother of 2; fulltime employment at Superstore; internationally educated; looking for employment in field of study; does not have time to weed through website jargon. <p>Partial conformity:</p>	<p>P</p>
<p>Pathway to licensure is clearly articulated:</p> <ul style="list-style-type: none"> • visual, step-by-step pathway to licensure is provided. • information is provided on documentation required at each stage of the registration process. • information on assessment criteria and methods to be used is documented. • required standards (against which applicants will be assessed) are published online. • information on internal review/appeals process is provided. • information on how applicants can track application status is provided. • information on language proficiency requirements. • information on document translation and specific instruction is provided. • information on how applicants can access information is provided—preferably in the format of an automated, on-line form. <p>Partial Conformity: Site is undergoing updates including the creation of a visual pathway and presentation of necessary information (i.e. appeals process)</p>	<p>P</p>
<p>Cost of application/licensure is clearly articulated, preferably in a table format.</p>	<p>✓</p>
<p>Bulleted lists are used where possible.</p>	<p>✓</p>
<p>Wording is clear and consistent. Partial Conformity: Site is under review for use of clear and consistent language</p>	<p>P</p>
<p>Plain language principles have been applied:</p> <ul style="list-style-type: none"> • for reference, see the Perfectly Plain: A quick-reference handbook for people who create websites, write emails, and design forms on the FRPA website. 	<p>✓</p>

<p>Evaluation mechanisms are in place:</p> <ul style="list-style-type: none"> e.g. visitors can provide feedback via email or an online, fillable form. input from international applicants has been sought on website design, usability, aesthetics, etc. 	<input checked="" type="checkbox"/>
LINKS FOR INTERNATIONAL APPLICANTS	
<p>Fair Registration Practices (FRPA) Review Office: https://novascotia.ca/lae/RplLabourMobility/FRP.asp</p>	<input checked="" type="checkbox"/>
<p>Labour Mobility: https://novascotia.ca/lae/RplLabourMobility/LM.asp</p>	<input checked="" type="checkbox"/>
<p>International Qualification Recognition (IQR) : https://novascotia.ca/lae/RplLabourMobility/IQR.asp</p>	<input checked="" type="checkbox"/>
<p>Nova Scotia Office of Immigration (NSOI): https://novascotiainmigration.com/</p>	<input checked="" type="checkbox"/>
<p>Forum of Labour Market Ministers (FLMM) Labour Mobility website: Forum of Labour Market Ministers</p>	<input checked="" type="checkbox"/>
<p>Immigrant Services Association of Nova Scotia (ISANS): http://www.isans.ca/</p>	<input checked="" type="checkbox"/>
<p>Nova Scotia Start Program www.novascotiastart.ca</p>	<input checked="" type="checkbox"/>
<p>Additional, profession-specific links for internationally educated individuals:</p>	<input checked="" type="checkbox"/>

Initial Registration Application Guide

To practice Respiratory Therapy in Nova Scotia, you must be a Registered Respiratory Therapist with the Nova Scotia College of Respiratory Therapists and hold a graduate license, a temporary license, or an active practice license.

You will find the on-line application form on the NSCRT website at <https://members.nscrt.com/apply/initial>. Applications will be approved only after all required information has been received and approved. You should allow up to 2 – 4 weeks for application processing.

Once registered, you will be required to obtain professional liability insurance coverage and to participate in the College's Continuing Competency Program.

- **Application and Licence Fees**

- **\$75.00** non-refundable **application fee is required for each new application.**
- **Registration fee: \$475.00** The College registration year runs from April 1 to March 31.
- For applicants who are registering after April and have never been registered with the College, registration fees are **\$40.00 per month** for each month remaining in the license year. Former members returning to the College are required to pay the full registration fee of **\$475.00** regardless of the month in which the application is made.
- Temporary membership may be issued to an applicant who wishes to practice in Nova Scotia for a defined time period for a specific assignment. Temporary membership fees are \$40.00 for each month the applicant will practice in the province.

- **Criminal Background Check including a Vulnerable Sector check** must accompany all new applications

- **Citizenship** Documentation verifying your citizenship status, permanent residency status or employment authorization under the Immigration Act must accompany the application form.

- **Language Fluency** You will need to submit documentation to support the required status of fluency if:

- Your first language is not English, and
- Your relevant health care instruction was not in English.

For information on the acceptable tests and scores, please refer to the Language Proficiency Requirements Fact Sheet.

- **Education** Official evidence of successful completion of your education program must be forwarded directly to the NSCRT by the educational institution. A letter from the program director is acceptable evidence however, official transcripts must be received within 8 weeks of completing the program. ****Please note: applicants who have been educated outside of Canada must undergo a Competency Assessment before their application can be processed****

- **Exam** If applying for registration in the Active Practice class, official evidence of successful completion of the examinations approved by the NSCRT Board must be forwarded directly to the NSCRT from the examining body the Canadian Board for Respiratory Care (CBRC). Graduate respiratory therapists will receive an Active Practise when documentation of successful completion of the CBRC exam is received.

- **Have Practiced Respiratory Therapy in Another Jurisdiction** - Everyone who has practiced as a respiratory therapist or must submit the following additional information with their application.

- **Employment History** If you have been engaged in the practice of Respiratory Therapy or related field, you must include a detailed employment history.
- **Practice Hours** You must include verification that you have worked 1500 hours in the past four years if you completed your education more than four years ago.
- **Registration Verification** If you have been registered as a Respiratory Therapist in another jurisdiction, or in any other health profession, you are required to complete the Registration/Licensure Data Verification Form. You will need to complete section A of the form, and ask the regulatory/licensing body to complete Section B and forward it to the NSCRT directly.
- **Continuing Competence** You are required to submit documentation that you have complied with a continuing competency program that outlines how you have maintained competence.



Nova Scotia College of Respiratory Therapists
1301-1959 Upper Water Street
Halifax, Nova Scotia
B3J 3N2
www.nscrt.com

Registration Verification Form

Section 1

This section must be completed by the applicant and forwarded to the regulatory body in the jurisdiction(s) in which you have been registered as a respiratory therapist or in any other health profession.

I, _____ hereby authorize _____
PRINT Name Name of Registration/Licensing Board

to provide the information requested below and any additional information requested by the Nova Scotia College of Respiratory Therapists in order to process my application for registration.

Applicant's Signature _____

Date _____

Applicant's Phone No. _____

Applicant's Registration No _____

Section 2

This section must be completed by the registration/licensing body and forwarded directly to the NSCRT.

I, _____ the Registrar/Secretary acting on behalf of the
Name of Registrar / Secretary

_____ certify that the following are true statements relating to
Regulatory body

the registration record for: _____ to _____
Applicant's name Registration# Date Registration held

1. Does the applicant have any terms conditions or limitations placed on his/her Yes*No registration/license to practice? ☐
2. Is the applicant, or has the applicant ever been, the subject of professional misconduct, Yes*No incompetence or incapacity proceedings? ☐
3. To your knowledge, has the applicant ever been found guilty of a criminal offence or an Yes*No offence under the *Controlled Drugs and Substances Act* (Canada) or the *Food and Drugs Act* (Canada)? ☐
4. Are you aware of any event, circumstance, condition or matter not disclosed above, relevant to the applicant's competence, conduct or physical or mental capacity, that might be an impediment to the applicant's ability to function as a Respiratory Therapist? ☐ Yes* ☐ No

***If the answer is "Yes" to any of the above, please provide additional information, including a description of matter, relevant findings and any resulting orders/penalties?**

Signature Date

SEAL



Competency Assessment Information

Competency assessment is a tool used by the NSCRT to assess the qualifications of an internationally educated healthcare professional who wishes to practice respiratory therapy in Nova Scotia. It is also employed to assess the readiness for practice of former practicing RRTs who no longer qualify for a licence due to an extended lapse in employment and practice. It is also used to assess the practice of an individual who is the subject of a complaint and competency is called into question.

The NSCRT uses a competency assessment process that currently is based on the 2011 Competency Profile for Respiratory Therapists and has three different assessment methods:

1. Behavioral Descriptive Interview

A BDI consists of questions about specific practice scenarios and asks the interviewee to describe when they performed a particular skill, how it was performed, what was required to complete the skill, who was involved, outcome, as some examples. The interview is scheduled for approximately two hours, but that time period can be adjusted. Following the interview, the assessors score the results and meet with the candidate within 30 days to share and discuss the results.

2. Written Exam

A written exam is utilized to assess currency of knowledge and critical thinking as it applies to the practice of respiratory therapy.

3. Practical Skills Assessment

The skills assessment is completed in a laboratory setting and consists of: a) skills stations where a specific skill must be performed based on a clinical situation; and b) a comprehensive simulated scenario that is structured simulate a real clinical situation and to assess multiple skills both clinical and professional.

A complete report is prepared for the candidate following completion of all steps of assessment.

Costs:

Behavioral Descriptive Interview	\$500.00
Exam and Skills Assessment	\$1,500.00



CANADIAN BOARD FOR RESPIRATORY CARE INC.

CBRC
7 WARDEN RD
CAMBRIDGE-NARROWS NB E4C 4G5

Candidate Information Manual
CBRC National Respiratory Therapy Examination
July 2017

Board of Directors

Julie Brown RRT (Chair)
John Annear RRT (Director at Large)
Danny Veniott RRT (Chair EDRC)
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Examination Registration Information

	July 10, 2017 Exam
Registration dates	April 7 - May 3 2017
Registration deadline	May 3 2017
Registration fees includes 3.8% processing fee	\$815.00 Plus applicable Provincial Tax
Cancellation deadline	June 26, 2017

Eligibility to sit the CBRC Examinations

a) **First time applicant:**

First time applicants who are or will be graduates of CoARTE (**Council on Accreditation for Respiratory Therapy Education**) accredited training programs are automatically eligible to sit the CBRC examinations and can access the registration portal on the CBRC website at www.cbrc.ca

b) **Applicants unsuccessful on previous CBRC exam(s)**

Those who were unsuccessful on the CBRC examinations and are graduates of CoARTE (**Council on Accreditation for Respiratory Therapy Education**) accredited training programs will have to have their eligibility approved by one of the regulating authorities or the CSRT (representing the non-regulated Provinces) in Canada.

Please select the appropriate candidate type when registering online through the registration portal on the CBRC website at www.cbrc.ca

c) **Foreign Trained Applicant**

Foreign trained applicants will have to have their eligibility approved by one of the regulating authorities or the CSRT (representing the non-regulated Provinces) in Canada.

Please select the appropriate candidate type when registering online through the registration portal on the CBRC website at www.cbrc.ca

(NOTE: Please contact the appropriate regulating authority to ensure that you meet all of the eligibility requirements of that organization.)

- ☐ CSRT Credentialing Examination / l'Examen de certification de la SCTR
(representing the non-regulated provinces of British Columbia, Prince
Edward Island, North West Territory, Nunavut, and the Yukon Territory) www.csrt.com
- ☐ CARTA Registration Examination*(Alberta) www.carta.ca
- ☐ CRTO Registration Examination *(Ontario) www.crto.on.ca
- ☐ MARRT Registration Examination*(Manitoba) www.marrrt.org
- ☐ NSCRT Registration Examination (Nova Scotia) www.nscrt.com
- ☐ SCRT Registration Examination *(Saskatchewan) www.scrt.ca
- ☐ NBART Registration Examination (New Brunswick) www.nbart.ca
- ☐ OPIQ (Quebec) www.opiq.qc.ca
- ☐ NLCRT (Newfoundland and Labrador) www.nlcrt.ca

IMPORTANT REGISTRATION Information

To register for an examination please go to the CBRC website during the registration period.

There are two (2) components to the registration process:

1. create a username and password on the CBRC Computer Based Examination Site

NOTE: Please record your username and password! You will need this information to log into the computer software on the day you write your exam.

2. sign in, select and purchase the current exam, and complete the registration process.

(NOTE: you are not considered registered until you complete both above steps!)

Please ensure at least one week prior to the examination that you have received a confirmation email containing the exam date, time, examination site location and required documentation.

If you have not received a confirmation email by this time please contact

testingsupport@getyardstick.com

1. The candidate is responsible for accurate completion of the appropriate CBRC Application Form and ongoing notification of address and telephone number changes through testingsupport@getyardstick.com
2. Candidates with questions or concerns regarding the registration process can contact testingsupport@getyardstick.com.
3. Candidates cancelling prior to the cancellation deadline (see schedule) will be refunded their exam fee. ***After the cancellation deadline, the candidates will not be eligible for any reimbursement of paid fees.***

General Information

Philosophy

The goal of the CBRC is to provide a bilingual examination for credentialing of the highest educational caliber. The CBRC shall achieve and maintain a respiratory therapy entry to practice exam that is national in scope and accommodates provincial regulatory needs. The content of the examination will adhere to the current National Competency Profile and matrix as set out by the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB).

Committee

The Examination Development and Review Committee (EDRC) is comprised of members from across Canada. The members are Registered Respiratory Therapists (RRT) in good standing with the CSRT and/or their regulatory body, who have been appointed by the CBRC. The Chair of the Committee is an RRT, appointed by the Board of Directors of the CBRC. Resources are consulted as required.

Creation of the examination

All questions are based on the current National Competency Profile (available at www.cbrc.ca) and generated by the EDRC. All questions must be unanimously accepted by the EDRC and reviewed in English and French prior to being approved for the question bank. Each year an examination is compiled from the question bank and is submitted to the EDRC for scrutiny. Included with this exam is the review of the pass mark based on the Cut Score Study and psychometric consultation.

Pilot test items

In order to gather pertinent and relevant statistical information on new item bank questions, the CBRC may place a psychometrically approved number of pilot test items on each examination. These pilot questions are embedded within the exam. Pilot items will not affect the allotted exam time, do not contribute to the scoring process and are not part of the exam weighting matrix.

Examination Information

Examination Sites

July, 2016 Exam

This exam will be offered at any of the Yardstick testing centers selected by the candidate at the time of registration.

Candidate Preparation

Testing centers may vary from site to site and climate conditions cannot be guaranteed. Please dress accordingly; use layers so you can add or remove clothing as dictated by the room environment.

Writing the examination

The CBRC National Respiratory Therapy Examination consists of two parts:

Part One contains between 100 to 120 type “A” questions (see examples on the next page). The allotted time for this test is two hours.

Part Two is a case study exam that contains between 140 to 160 type “A” questions. The allotted time for this test is four hours.

If a technical issue occurs during the exam, the exam timer stops and resumes when the technical issue is resolved.

Spelling is either in the American or British form.

Suggested schedule

0830 to 0900 hours – Check in and Instructions
0900 to 1100 hours – Part One
1100 to 1200 hours – Lunch Break
1200 to 1600 hours – Part Two

Exam matrix

Final Examination Matrix – Distribution across Competency Areas

Examination Matrix – 2011	Percentage of Examination
Professional, Research and Organizational Functions i.e., NCP Competency Areas 1 – 7	15 – 17
Patient Assessment	7 – 9
Pharmacology	9 – 11
Bronchopulmonary Hygiene and Adjunct Therapy	9 – 11
Airway Management	9 – 11
Anesthesia	9 – 11
Invasive Vascular Procedures	8 – 10
Ventilation Management	11 – 13
Cardiopulmonary Resuscitation and Stabilization and Cardiac Diagnostics	4 – 6
Pulmonary Diagnostics and Investigations	9 – 11

Final Examination Matrix by Question Type, Taxonomic Level, Age and Gender

Additional Examination Specifications – 2011	Percentage of Examination
Question Presentation	
Independent	35 – 45%
Case-based	55 – 65%
Taxonomy	
Comprehension	5 – 10%
Application	55 – 65%
Analysis and synthesis	25 – 35%
Age Group	
Neonates	5 – 15%
Pediatrics	5 – 15%
Adults	75 – 85%
Gender	
Male	50%
Female	50%

Style of Questions

The examination is entirely comprised of type “A” multiple choice with up to four (4) possible choices.

Case Study questions: To help indicate the end of one case study and the beginning of a new case study, a horizontal line followed by the words NEW CASE will be used.

Examples of A-Type questions:

Which of the following effects on the heart are seen during parasympathetic stimulation?

1. stroke volume decreases, cardiac output decreases
2. cardiac output decreases, coronary circulation increases
3. heart rate decreases, blood pressure increases
4. blood pressure decreases, stroke volume increases

Which of the following statements concerning pressure support ventilation is **FALSE**?

1. it augments the patient's inspiratory effort
2. the patient controls ventilation timing
3. it can be used in all modes of mechanical ventilation
4. the patient determines inspiratory flow and tidal volume

The maximal quantity of gas which can be inspired from the expiratory resting position is termed:

1. inspiratory reserve volume
2. residual volume
3. inspiratory capacity

Results

Candidates will receive their results by mail within 90 days of the examination date. Candidates who provide an email address on their application form may receive an email message with their results sooner. Results will not be given by telephone. ***Results will be reported to the candidates and the organization(s) indicated on their application form. It will be the responsibility of the candidate to contact their regulatory body to obtain their credential and/or license to practice.***

Cut Score Study

Bookmark standard setting methods (Lewis, Mitzel, Green et al., 1999) were used to establish a cut level (i.e., pass mark) for the 2016 CBRC Respiratory Therapy Exam.

The Bookmark method provides a set of procedures designed to yield cut scores that are based on expert participants' review of individual test items (Cicek, 2007).

The procedures are designed to enable the expert review to be guided and informed by pre-determined criteria, for example by proficiency with specific skills or competencies such as those identified in the 2011 National Competency Profile (NARTRB, 2011).

The Bookmark method was selected because of the method's ability to accommodate assessments based on mixed-format or multiple sessions, because the method permits participants to review stand-alone and case study based constructed responses items concurrently, and because the method is based upon and ideally suited for item response theory (IRT) based assessment approaches. The Bookmark method requires fewer, simpler decisions from participants than many other standard setting methods, and is simpler for those who sponsor the sessions (Mitzel, Lewis, Patz et al., 2001). The Bookmark method was considered an efficient, effective and appropriate approach for standard setting with the CBRC.

Instructions and Regulation

1. The computer software provides access to an online calculator.

All other electronic devices (e.g. cell phone, mobile devices, calculators, etc) are not permitted. If these items are stored in the examination room, they **must be turned off**.

Permissible items shall include: disposable earplugs, and drinks in a clear spill proof container with no label. All items will be reviewed/approved by the test centre proctor. No food is permitted in the test centre.

On the day of the examination candidates must present two pieces of identification, one being a government issued photo ID (i.e. driver's license or passport)(Student and hospital identifications are NOT accepted). The proctor will check their names against the list of candidates for that specific testing centre.

2. CBRC needs to have current contact details for all candidates in order to notify of results. If any contact details change after registration the candidates will have access to make changes to their profile at any time.
3. The exam sites are "scent free".
4. Candidates are encouraged to use the washroom prior to the exam but are allowed supervised bathroom breaks during the exam. The exam timer will continue to run during the absence.
5. Candidates are permitted to bookmark questions to revisit and are able to scroll back and forth throughout the exam
6. Feedback and comments on any questions should be noted on the clipboard icon. Candidates can enter feedback for each question. Proctors are not permitted to respond to questions regarding content of the exam. These comments will be reviewed by the EDRC prior to the final evaluation.
7. In the French version of the exam, rarely used terms or abbreviations are often accompanied in brackets by their better known English equivalents.
8. The doors of the examination room will be closed promptly at the hour set for the examination. Up to 60 minutes into the examination time, candidates who are late will be admitted to the exam room, but they will be restricted to sit the examination within the remaining time.

9. A candidate may not leave the room at any time except as permitted and accompanied by the proctor. If a candidate must leave the room to use the washroom, they may not take books, papers, etc., out of the testing center with them nor bring books, papers etc. back into the testing center.
10. If a candidate becomes ill when writing the examination, the candidate must advise the proctor.
11. Any candidate found cheating will be subject to disciplinary action, removal from the exam, and their results made null and void.
12. Following the examination, candidates will be asked to complete an optional, short feedback survey.

CBRC Policies and Procedures

Appeal

The CBRC recognizes the need for a process to allow candidates to appeal their final status on the CBRC National Respiratory Therapy Examination.

Procedure

1. A “Letter of Appeal” must be sent to the Chair of the CBRC Board of Directors in care of the CBRC head office.
2. Appeals based on medical conditions must be filed within seven (7) days after the examination date. A valid medical certificate must accompany the appeal. The examination will not be scored after a medical appeal has been granted. No examination results will be provided to any candidate that has a successful medical appeal and their examination fees will be deferred to the next sitting of the examinations. There is no fee associated for medical appeals.
3. Appeals based on disqualification due to academic dishonesty must be filed within seven (7) days after receiving the CBRC Board’s decision on the infraction. Appeals based on disqualification due to academic dishonesty must be accompanied by a bank certified cheque or money order for \$400.00 (includes HST) fee.
4. All other appeals must be filed within seven (7) days from receipt of the results accompanied by a bank certified cheque or money order for \$400.00 (includes HST)
5. The appeal will be heard and a decision rendered by the CBRC Board of Directors within ninety (90) days of receipt of the “Letter of Appeal” from the candidate.
6. All fees are to be paid by a **bank certified cheque** or **money order** payable to CBRC/CCSR.

Accommodation of Special Needs

Candidates with special needs may request special accommodations and arrangements to sit the examination on the scheduled exam date.

If the candidate requires accommodation for a special need, they must access and complete the special accommodation application form available on the registration website when applying for the exam. All requests for special accommodations must be supported with written verification of the nature and extent of the candidate's special needs from a licensed professional verifying the candidate's identified special needs as well as documentation from the educational institution where candidates received their education.

The CBRC exam is only provided in the English or French language. Requests for exam accommodation will not be granted to challenge the exam in any other language.

In order to have special accommodations arranged for the exam, candidates must:

- complete and submit a special accommodations application form
- include appropriate documentation supporting their request
- return the completed special accommodations application form with documentation to the CBRC Head Office
- submit all forms by the exam application deadline, except in unusual circumstances, such as a recent injury

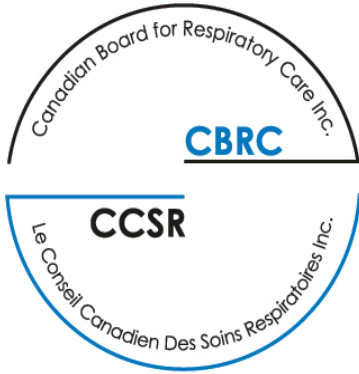
All special accommodation requests are subject to approval by the CBRC Board of Directors on a case by case basis. Candidates will be notified of the decision on their request by telephone or email.

Approved special accommodations will be arranged for the candidate at no extra charge.

Criteria that will be taken into account by the CBRC Board of Directors when requests for accommodation are considered include:

- the needs of the candidate
- preservation of the integrity of the examination
- the ability of CBRC to provide resources

No accommodation request will be granted which jeopardizes the integrity or validity of the examination.



***Canadian Board for Respiratory Care, Inc.
Le Conseil Canadien Des Soins Respiratoires, Inc.***

CBRC
7 WARDEN RD
CAMBRIDGE-NARROWS NB E4C 4G5

**SPECIAL ACCOMMODATION APPLICATION FORM
April 22, 2016 (for the July 2016 Exams)**

PRINT OR TYPE ALL INFORMATION

Name in Full: Mr. Ms. Miss. Mrs. ***(circle)***

First Name _____

Middle Initial _____

Surname _____

Mailing Address:

Apt. # _____ Street _____

City _____ Province _____

Postal Code _____

Phone Number _____ Email address _____

Please indicate the school you have or expect to graduate from _____

Indicate at which testing centre you have selected _____

In order to request and have special accommodations arranged for the exam, candidates must:

- complete and submit a special accommodations application form
- include appropriate documentation supporting their request
- return the completed special accommodations application form with documentation to the CBRC Head Office.

All forms must be submitted by the exam application deadline, except in unusual circumstances, such as a recent injury.

All special accommodation requests are subject to approval by the CBRC Board of Directors on a case by case basis.

Candidates will be notified of the decision on their request by telephone or email.

Approved special accommodations will be arranged for the candidate at no extra charge.

Criteria that will be taken into account by the CBRC Board of Directors when requests for accommodation are considered include:

- the needs of the candidate
- preservation of the integrity of the examination
- the ability of CBRC to provide resources

No accommodation request will be granted which jeopardizes the integrity or validity of the examination.

Application Information:

Please state clearly what specific accommodations and/or arrangements you require.

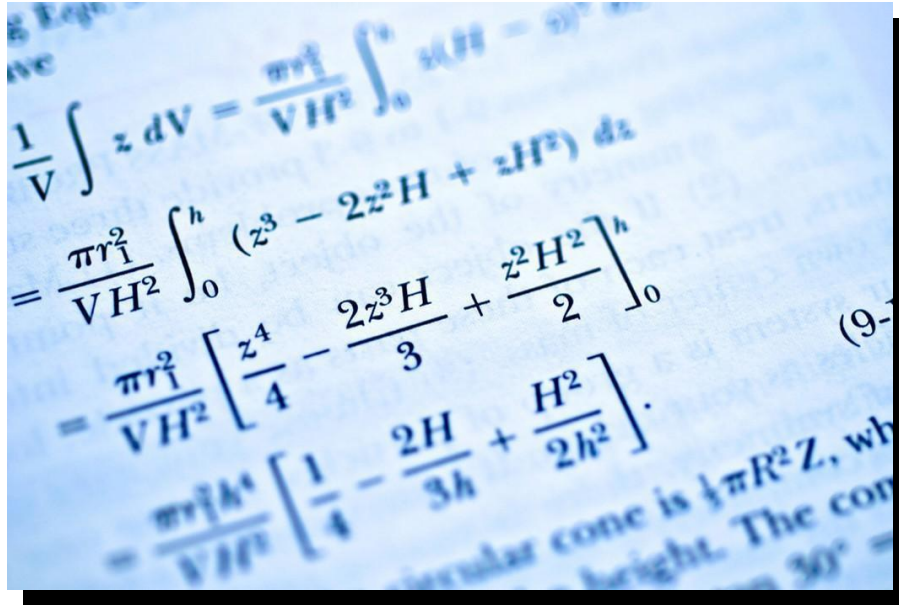
Before submitting, please ensure that the following are attached:

- **relevant documentation from your licensed/registered professional**
- **recent letter from your educational institutions accommodation centre**

Signature: _____

Date: _____

Nomenclature and Normal Values


$$\begin{aligned} \frac{1}{V} \int z dV &= \frac{\pi r_1^2}{V H^2} \int_0^h z dz \\ &= \frac{\pi r_1^2}{V H^2} \int_0^h (z^3 - 2z^2 H + z H^2) dz \\ &= \frac{\pi r_1^2}{V H^2} \left[\frac{z^4}{4} - \frac{2z^3 H}{3} + \frac{z^2 H^2}{2} \right]_0^h \\ &= \frac{\pi r_1^2 H^4}{V H^2} \left[\frac{1}{4} - \frac{2H}{3h} + \frac{H^2}{2h^2} \right]. \end{aligned} \quad (9-1)$$

All test items have been referenced to the most recent editions of commonly used texts as identified by the accredited Respiratory Therapy programs across Canada.

Exam item content will always be consistent with best practice and not present ambiguity due to conflicting text references.

Normal Values

The CBRC Exam Development and Review Committee has decided to remove all normal ranges and formulae in the candidate manual.

The committee rationale for this decision was based on the understanding normals differ slightly in a number of textbooks used across the country.

This change is effective beginning January 2014.

Presently, and in the future, the committee will continue to develop item content which is always consistent with best practice and will not present ambiguity due to conflicting text references.

If you have any questions pertaining to this new practice please do not hesitate to contact the chair of the EDRC at the following e-mail address:

cbrc@cbrc.ca

Danny Veniott

Chair, CBRC Exam Development and Review Committee

Ventilator Recommendations

- Regional use of makes and models of ventilators vary significantly. Therefore the emphasis of the exam items will be on the operating principles of ventilators classification.
- All modes, breath types and adjuncts currently available across all patient populations may be examined. They will be referred to in their generic terms on the exam.
- Unless a height is specified in a question, assume the patient weight that is provided is the ideal body weight (IBW).
- Unless specified, assume the patient is an adult.

Pharmacology

In questions pertaining to pharmacology, **only** the generic drug name will be used.

Example: Ventolin[®], Airomir[™], and Apo[®]-Salvent **will** appear as salbutamol

Abbreviations and Symbols

"A"	a	arterial
	A	alveolar
	ABG	arterial blood gas
	AC	assist-control ventilation
	ACLS	advanced cardiac life support
	ADH	antidiuretic hormone
	A/E	air entry with auscultation
	AFB	acid-fast bacilli
	AG	anion gap
	AIDS	acquired immunodeficiency syndrome
	ALS	amyotrophic lateral sclerosis
	AP	anterior posterior
	APGAR	Appearance, Pulse, Grimace, Activity, Respiration
	APRV	airway pressure release ventilation
	ARDS	adult respiratory distress syndrome
	ASA	American Society of Anesthesiologists
	ASD	atrial septal defect
	ATP	adenosine triphosphate
	ATPD	ambient temperature and pressure dry
	ATPS	ambient temperature and pressure saturated
	AV	atrioventricular
"B"	BCLS	basic cardiac life support
	BE	base excess
	BMI	body mass index
	BMR	basal metabolic rate
	BP	blood pressure
	BSA	body surface area
	BPD	bronchopulmonary dysplasia
	BTPS	body temperature and pressure saturated
"C"	BUN	blood urea nitrogen
	c	capillary
	C	compliance
	Ca ⁺⁺	calcium
	CABG	coronary arterial bypass graft
	CaO ₂	oxygen content of arterial blood
	C(a- \bar{v})O ₂	arterial to venous oxygen content difference
	C(a- \bar{v})O _{2i}	arterial to venous oxygen content difference indexed
	to BSA CcO ₂	oxygen content of capillary blood
	CBC	complete blood count
	C _{dyn}	dynamic compliance
	CF	cystic fibrosis
	CHF	congestive heart failure
	CI	cardiac index

	Cl ⁻	chloride
	cm H ₂ O	centimetres of water pressure
	CNS	central nervous system
	CO	carbon monoxide (in context)
	CO	cardiac output
	CO ₂	carbon dioxide
	COHb	carboxyhemoglobin
	COPD	chronic obstructive pulmonary disease
	CPAP	continuous positive airway pressure
	CPP	cerebral perfusion pressure
	CPR	cardiopulmonary resuscitation
	C & S	culture and sensitivity
	CSA	Canadian Standards Association
	CSF	cerebrospinal fluid
	C _{stat}	static compliance
	CT	computerized tomography
	CVA	cerebrovascular accident
	Cv̄O ₂	oxygen content of mixed venous blood
	CVP	central venous pressure
	CXR	chest x-ray
"D"	DL	diffusing capacity
	DL _{CO}	diffusing capacity of carbon monoxide
	DO ₂	oxygen delivery
"E"	ECG	electrocardiogram
	ECMO	extra corporeal membrane oxygenation
	EEG	electroencephalogram
	EF	ejection fraction
	ELBW	extremely low birth weight infant
	EOG	electrooculogram
	EMG	electromyogram
	EMT	emergency medical technician
	ER	emergency room/department
	ERV	expiratory reserve volume
	ETCO ₂	end-tidal carbon dioxide
	ETT	endotracheal tube
"F"	f	frequency
	FEF ₂₅₋₇₅	forced expiratory flow between 25% and 75% of vital capacity (MEFR)
	FEV ₁	forced expiratory volume at one second
	FEV ₁ /FVC	ratio of exhaled volume at one second to forced vital capacity
	F _I O ₂	fraction of inspired oxygen
	FR	French (sizes)
	FRC	functional residual capacity
	FVC	forced vital capacity

	$F_{ET}CO_2$	fractional exhaled end tidal CO_2
	F_ECO_2	fractional mixed exhaled CO_2
	FVL	flow volume loop
	f/V_T	rapid shallow breathing index
"G"	g	gram
	GCS	Glasgow coma scale
	GERD	gastroesophageal reflux disease
	GI	gastrointestinal
	$G_xP_xA_x$	gravida, partum, abortion : gynecological terms used to represent number of pregnancies (G), number of live births (P) and number of abortion (A); x = number of
"H"	Hb	hemoglobin
	HbCO	carboxyhemoglobin
	HbF	fetal hemoglobin
	Hbmet	methemoglobin
	HBO	hyperbaric oxygen
	HbO_2/O_2Hb	oxyhemoglobin
	HCO_3^-	bicarbonate
	Hct	hematocrit
	HFJV	high frequency jet ventilation
	HFO	high frequency oscillation
	HIV	Human Immunodeficiency Virus
	HMD	hyaline membrane disease
	HME	heat and moisture exchanger
"I"	IBW	ideal body weight
	IC	inspiratory capacity
	ICP	intracranial pressure
	ICU	intensive care unit
	I:E	inspiratory to expiratory time ratio
	INR	international normalized ratio of prothrombin time
	IPPA	inspection, palpation, percussion, auscultation
	IRV	inspiratory reserve volume
"K"	kg	kilogram
	K^+	Potassium
"L"	L	litre
	LAP	left atrial pressure
	LLL	left lower lobe
	L:S (ratio)	lecithin : sphingomyelin
	LUL	left upper lobe
	LVEDP	left ventricular end-diastolic pressure
	LVH	left ventricular hypertrophy
	LVSV	left ventricular stroke volume
	LVSW	left ventricular stroke work

"M"	m	meter
	MAC	minimum alveolar concentration
	MAP	mean arterial pressure
	MAS	meconium aspiration syndrome
	MDI	metered dose inhaler
	MEP	maximum expiratory pressure
	Mg ⁺⁺	magnesium
	MI	myocardial infraction
	MIP	maximum inspiratory pressure
	mm Hg	millimetres of mercury pressure (torr)
	MOV	minimal occluding volume
	MRSA	methicillin resistant staphylococcus aureus
	MVA	motor vehicle accident
	MVV	maximum voluntary ventilation
	MMV	mandatory minute ventilation
	mmol	millimole
	mL	milliliter
	mg	milligram
"N"	Na ⁺	sodium
	NIBP	noninvasive blood pressure
	NIPPV	noninvasive positive pressure ventilation
	NO	nitric oxide
	NO ₂	nitrogen dioxide
	N ₂ O	nitrous oxide
	NPPV	noninvasive positive pressure ventilation
	NPV	negative pressure ventilation
	NREM	non-rem sleep
	NTT	nasotracheal tube
"O"	NPO	nothing by mouth
	O/A	on auscultation
	O/E	on examination
	O ₂	oxygen
	O ₂ ER	oxygen extraction
	OI	oxygen index
"P"	OR	operating room
	P	pressure
	P ₅₀	partial pressure of oxygen at 50% HbO ₂
	PA	pulmonary artery
	P _A	alveolar pressure
	P _{Plateau}	plateau pressure
	P(A-a)O ₂	alveolar to arterial oxygen gradient
	PAC	premature atrial pressure
	PAP	pulmonary artery pressure
	PAP	mean pulmonary artery pressure

	PAT	paroxysmal atrial tachycardia
	PAV	proportional assist ventilation
	Paw	airway pressure (proximal)
	$P_{\overline{AW}}$ or P_{AW}	mean airway pressure
	PCWP(PAOP)	pulmonary capillary wedge pressure / pulmonary artery occlusion pressure
	P_B	barometric pressure
	PCV	pressure control ventilation
	PDA	patent ductus arteriosus
	$P_{E}CO_2$	pressure of mixed exhaled carbon dioxide
	PEEP	positive end-expiratory pressure
	PEFR	peak expiratory flowrate
	PEP	peak expiratory pressure
	$P_{ET}CO_2$	pressure of end-tidal carbon dioxide
	PFT	pulmonary function testing
	pH	standardized hydrogen ion activity
	P_{high}	pressure high
	PIF	peak inspiratory flow
	PIP	peak inspiratory pressure
	P_{low}	pressure low
	PNIP	peak negative inspiratory pressure
	PPHN	persistent pulmonary hypertension of the newborn
	ppm	parts per million
	PPV	positive pressure ventilation
	PRVC	pressure regulated volume control
	PS	pressure support
	PSV	pressure support ventilation
	PT	prothrombin time
	PTT	partial thromboplastin time
	PVC	premature ventricular contraction
	$P\bar{V}CO_2$	pressure of carbon dioxide in mixed venous blood
	$P\bar{V}O_2$	pressure of oxygen in mixed venous blood
	PVR	pulmonary vascular resistance
	PVRI	pulmonary vascular resistance index
"Q"	Q_s / Q_t	shunted cardiac output ratio
	Q_t	cardiac output
"R"	R_{AW}	airway resistance
	RBC	red blood cell
	RDS	respiratory distress syndrome
	REM	rapid eye movement
	RLL	right lower lobe
	RML	right middle lobe
	ROP	retinopathy of prematurity
	RQ	respiratory quotient
	RR	respiratory rate
	RSBI	rapid shallow breathing index
	RSV	Respiratory Syncytial Virus

	RUL	right upper lobe
	RV	residual volume
	RVH	right ventricular hypertrophy
"S"	SaO ₂	arterial oxygen saturation
	SBT	spontaneous breathing trial
	SIDS	sudden infant death syndrome
	SIMV	synchronized intermittent mandatory ventilation
	SLE	systemic lupus erythematosus
	SOAP	subjective, objective, assessment, plan
	SOB	shortness of breath
	SOBOE	shortness of breath on exertion
	S _p O ₂	oxygen saturation by pulse oximetry
	STPD	temperature 0 ⁰ C, pressure 760 mm Hg and dry
	S \bar{v} O ₂	mixed venous oxygen saturation
	SVC	slow vital capacity
	SVR	systemic vascular resistance
	SVRI	systemic vascular resistance index
"T"	T	temperature
	TB	tuberculosis
	TC	time constant
	TCO ₂	total CO ₂
	T _c PO ₂	transcutaneous pressure of oxygen
	T _E	expiratory time
	T _{high}	time high
	T _I	inspiratory time
	T _{ID}	dynamic inspiratory time
	T _{IS}	static inspiratory time
	TLC	total lung capacity
	T _{low}	time low
	TTN	transient tachypnea of the newborn
"U"	URTI	upper respiratory tract infection
	UAC	umbilical artery catheter
	UVC	umbilical venous catheter
"V"	V _E	minute volume of expired volume per minute (BTPS)
	V _A	minute alveolar ventilation
	VC	vital capacity
	VCO ₂	carbon dioxide production (STPD) per minute
	V _D	deadspace
	V _D /V _T	deadspace to tidal volume ratio
	VLBW	very low birth weight infant
	V _{max(x)}	maximum flow where (x) = % of volume
	VO ₂	oxygen consumption per minute
	vol%	concentration (percent per volume)

	V/Q	ventilation/perfusion ratio
	VS	volume support
	VSD	ventricular septal defect
	V _T	tidal volume
	V _{T(del)}	delivered tidal volume
	V _{TG}	thoracic gas volume
"W"	WBC	white blood cell
	WHMIS	Workplace Hazardous Materials Information System

Revised: January 2016



Nova Scotia College of Respiratory Therapists
Candidate Guide
For
Health Care Professionals Educated Outside of Canada

WELCOME

Thank you for your interest in immigrating to the Province of Nova Scotia, Canada. We are pleased that you are considering Nova Scotia as a new home and a place to practice as a Respiratory Therapist.

If you are just exploring the possibility of immigrating to Canada or you have already been accepted, this letter will give you information and key links.

INFORMATION ABOUT IMMIGRATING

- Read about Federal immigration programs, find out whether you are eligible and download application forms at:

<http://www.cic.gc.ca/english/immigrate/index.asp>

- Find out about immigration through the Nova Scotia Nominee Program (NSNP) by contacting the Nova Scotia Office of Immigration at:

www.novascotiainmigration.ca .

- Many Internationally Educated Nurses (IENs) enter Canada as Temporary Foreign Workers. This program is designed to meet the needs of Canadian employers but it can also be a first step towards immigration. Here's a link to more information about that program.

<http://www.cic.gc.ca/english/resources/publications/employers/temp-foreign-worker-program.asp>

For more information or advice on immigration, please email nsnp@gov.ns.ca and an officer of the Nova Scotia Office of Immigration will respond to you.

BECOMING QUALIFIED IN YOUR PROFESSION

Respiratory Therapy is a regulated occupation in Nova Scotia which means that you must be registered or licensed to work as a Respiratory Therapist.

To apply to be a Registered Respiratory Therapist (RRT) you must apply to the Nova Scotia College of Respiratory Therapists (NSCRT). You will find information about competency assessment and the application process on the NSCRT website. **You can apply before you are approved to immigrate.**

<http://www.nscrt.ca/>

LANGUAGE

- To work as a Respiratory Therapist in Nova Scotia, you need a high level of English language. You will need to take a language assessment. English language requirements can be found on the NSCRT website with other information for applicants educated outside of Canada.
- To apply to immigrate as a Federal Skilled Worker, you will also need to demonstrate language proficiency.

<http://www.cic.gc.ca/english/immigrate/skilled/language-testing.asp>

- Start as soon as possible! Participate in English language classes in your home country. Try the “self-directed study online” language courses offered by ISIS. These are open to you even if you do not have immigration status.

<http://www.isisns.ca/english/english-for-work/>

INFORMATION ABOUT THE LABOUR MARKET

To explore the demand for respiratory therapists & related careers in Nova Scotia visit these two websites:

www.careers.novascotia.ca/searchjobprofiles

www.careers.novascotia.ca/ns-labourmarket

To prepare a resume that meets Canadian standards, look at the following resource. It is important to include details about your education & work experience, but do not include personal information about your age, marital status, family, religion etc. Canadian resumes also do not include photos.

<http://careers.novascotia.ca/resumes>

FINDING EMPLOYMENT

To immigrate to Canada as a Skilled Worker or to enter as a Temporary Foreign Worker, you need to have an “arranged job offer”. This is a challenge. These links may help you find potential employers in Nova Scotia.

- <http://www.careerbeacon.com/Healthcare/lang=enhttp://www.careerbeacon.com/Healthcare/lang=en>
- www.careers.novascotia.ca/searchjobs
- <https://jobs.cdha.nshealth.ca/>
- <http://www.careerbeacon.com/corpprof/healthcarens/healthcarens.html>
- <http://www.hpclearinghouse.ca>
- <http://www.workingincanada.gc.ca>

GETTING SETTLED IN NOVA SCOTIA

Once you are approved to immigrate, Immigrant Settlement & Integration Services (ISIS) can provide additional programs and services to help with employment, language learning and general settlement in the province of Nova Scotia. You can start these programs before you arrive.

- Pre-arrival? Register online at: <http://www.novascotiastart.ca>
- Already in Nova Scotia? Register at: <http://www.isans.ca/>

Detailed information on how to apply for registration with the Nova Scotia College of Respiratory Therapists please review all information in the following guide.

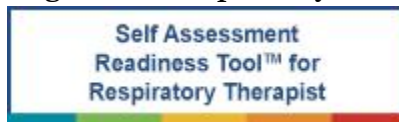
Guide for Applicants Educated Outside of Canada

- **Applicants who received their professional education outside of Canada must have their credentials assessed and competencies assessed to determine if their education and experience developed the competencies required to enter practice as a Respiratory Therapist in Nova Scotia.**

The following information outlines how this is done.

Self Assessment Readiness Tool (SART)

It is recommended that applicants perform a Self Assessment Readiness Tool (SART) available online. This assessment will assist you in determining whether your education and background will provide you with the necessary skills required to work as a Registered Respiratory Therapist in Nova Scotia.



<http://www.assesshealthcareers.ca/careers/respiratory-therapy/>

Other Resources:

National Competency Profile (NCP)
available through the Canadian Society of
Respiratory Therapists.

http://www.csrt.com/en/education/national_competency_profile.asp

Who can apply?

- Registered Respiratory Therapists who were educated in a Respiratory program outside of Canada. The RRT must show proof of being in active practice as an RT with a minimum 1500 hours in the last 4 years.

- Internationally educated physicians who are specialists in anesthesia who show proof of being in active practice in their country or elsewhere in the last 4 years with a minimum of 1500 hours.

Language Requirement

If your native language is not English, and your relevant health care education was not in English, you will need to submit documentation to demonstrate fluency in English. The assessment process can begin when an applicant achieves a level 7 IELTS.

International English Language Testing System (IELTS)

Reading 7

Writing 7

Listening 7

Speaking 7

Overall 7

The above score includes the
Standard Error of
Measurement (**SEM**)

The applicant is responsible for the costs associated with the language proficiency tests and for obtaining confirmation.

World Education Services Canada (WES)

If you were educated outside of Canada, you must have your credentials assessed by World Education Services (WES). WES will complete a credential evaluation, attest to the authenticity of the documents reviewed and prepare a course-by-course evaluation report. WES will send the evaluation report to the NSCRT and the applicant. The applicant is responsible for the cost of this report and will be charged directly by WES for its services. To have your academic qualifications attested by WES please contact their evaluation team at

www.wes.org/ca

Application to the NSCRT for Competency Assessment

Language, skill, competency and experience will be assessed at all points within the following steps. The registration and assessment process may be terminated at any time by the applicant or the NSCRT if criteria for competency are not met. Fees are structured so that payment will be made before advancing to the subsequent processes.

Step 1:

Application Process

The following will be submitted to the NSCRT:

1. **Pre-registration Form-** Completed, signed and dated. The form can be found on the NSCRT website.
2. **Registration results** from any applications made to Respiratory Therapy or any other licensed health care professions in Nova Scotia or other Canadian jurisdictions.
3. **Registration Verification Form** to be completed by the applicant and forwarded to the regulatory body in the jurisdiction(s) in which you have been registered as a respiratory Therapist or other health profession. The licensing body will then forward the completed form directly to the NSCRT.
4. **Letter(s) of reference** from past employers. Provide a letter of reference from each employer in which you have been practicing as a respiratory therapist or anesthetist over the past five years.
5. **Competency Portfolio**
Each candidate is to submit a portfolio that identifies how they meet each occupational standard through education and experience. The candidate should submit evidence which can include job descriptions, performance appraisals, publications, types of equipment used in practice, to name a few. Portfolios are scored to determine if they meet the standards.

Fee for submission and review of the above paperwork:

\$250 made payable to the NSCRT

Step 2:**Interviews****Orientation interview**

The purpose of the orientation interview is to introduce the candidate and assessor and:

- a) To inform candidate of the competency assessment process and address any questions from the candidate.
- b) To explore the candidate's intentions and motivations
- c) To gather further information about the candidate's education and experience

Competency Interview

This structured interview is designed to explore and validate specific competencies that are identified through the first portfolio review. The interview may require the candidate to discuss situations where they performed specific respiratory therapy competencies or may present the candidate with a clinical case and ask them to describe how they would care for the patient. The interview will be conducted by at least 2 competency assessors.

Fee for Interviews: \$750 made payable to the NSCRT

Step 3:**Skills Assessment**

Skills Assessment will occur using various techniques and assessment tools. These include but are not limited to the following:

Written Examination

- a) To test knowledge and comprehension
- b) To prepare candidates for national entry to practice exam - Canadian Board for Respiratory Care Exam

Lab Demonstration:

The purpose of lab demonstration is to enable the candidate to demonstrate specific skills that are required to treat patients in practice. The candidate will be required to set up specific therapies and explain why they chose their method.

Lab Simulation:

The lab simulation is a comprehensive scenario-based assessment. The candidate must perform multiple competencies in a simulated clinical scenario. Skills assessment will occur over the course of one and one-half days.

The following competencies will be required to be performed in person via lab demonstration or simulation and are required in order for an individual to be considered for licensure in Nova Scotia:

1. Patient Assessment
2. Pharmacology
3. Bronchopulmonary Hygiene
4. Airway Management
5. Ventilation Management
6. Cardiopulmonary Resuscitation and Stabilization
7. Pulmonary Diagnostics and Investigation
8. Adjunct Therapy

Fee for Skills Assessment: \$1500 made payable to the NSCRT

Step 4:

Final Report

Each Applicant will be provided with a final report which will detail the areas that the candidate has met, partially met or not met the required competencies. The candidate will be given recommendations for methods to obtain any required bridging, education, clinical experience or to enroll in a full accredited Canadian Respiratory Therapy Program.

When a candidate has fully met all of the required competencies the NSCRT Registrar will recommend the candidate to the Canadian Board of Respiratory Care (CBRC) as eligible to write the entry to practice exam. The CBRC charges a fee to write the exam. For fees and other information on the CBRC exam please visit: www.CBRC.ca

In the event that a candidate successfully completes the CBRC exam, the Registrar of the NSCRT will submit their name and completed assessment to the credentials committee of the NSCRT and request approval to grant them a valid license.

To practice respiratory therapy in Nova Scotia, you must be a registered member with the NSCRT and hold a valid license.

Please note that you may not work as a respiratory therapist or in any way hold yourself out as a person qualified to practice respiratory therapy in the province of Nova Scotia until after your application for registration has been completed and have confirmed your registration (license) by the NSCRT.

Documents to be sent to:

Registrar

Nova Scotia College of Respiratory Therapists
1959 Upper Water Street, Suite 1301
Halifax, NS
B3J 3N2
Canada

Email: registrar@nscrt.com
Facsimile: (902) 422-2388

Other Resources:

Orientation to the Canadian Health Care System for Internationally Educated Health Care Professionals

This program is provided by the Registered Nurses Professional Development Centre (RNPDC) twice a year. There are 3-hour weekly sessions provided over a 10 week period.

For more information go to: www.rnpdc.nshealth.ca.

Entrance to these courses require Canadian Language Benchmark Level 6-7

Fees are payable to the RNPDC

Orientation to the Canadian Health Care System, Culture, and Context

This program is offered on-line through the University of Toronto three times per year. The course is designed for international health care professionals who are in the process of becoming licensed in Canada. For more information about this course and how to apply go to:

<http://iehpcanada.utoronto.ca>

The NSCRT requires that candidates complete one of these programs before they can be recommended to write the national entry to practice exam - the CBRC exam.



Pre-registration Checklist

Please refer to the checklist below for a list of the documentation required as part of your registration/licensing application. All documents provided will be kept with your application form in your file.

- ☐ **Pre-registration form** - completed, signed and dated.
- ☐ **Proof of Canadian citizenship, permanent residency status or a valid work permit** (e.g. photocopy of birth certificate, residency card).
- ☐ **Proof of language proficiency** (if applicable)
If your first language is not English, and your education/training in respiratory therapy (or related field) was not completed in English.
- ☐ **World Education Services (WES) Credential Evaluation**
Applicants who have been educated outside Canada must ensure that their transcript and/or academic qualifications are verified by WES. To have your academic qualifications evaluated by WES, please contact them at <http://www.wes.org/ca>.
- ☐ **Professional Portfolio and competency self-assessment**
- ☐ **Registration verification form** (if applicable)
If you have been registered/licensed as a respiratory therapist in another jurisdiction or in any other health profession you must have a registration verification form completed.
- ☐ **Letter(s) of reference from past employers**
Provide a letter of reference from each employer in which you have been practicing as a respiratory therapist (or in a related field) over the past five years.
- ☐ **Money order or a certified cheque** in the amount of \$500 payable to the Nova Scotia College of Respiratory Therapists.

Please note: If any of the documents required are available in a language other than English you must attach to the original an english copy translated by a certified translator.

Once completed, send your application form and supporting documentation to:

Registrar
Nova Scotia College of Respiratory Therapists
1959 Upper Water Street, Suite 1301
Halifax, Nova Scotia, Canada
B3K 5J7
Email: registrar@nscrt.com
Facsimile: 902-422-2388



Dear *name*,

As a follow up to your application for competency assessment, the NSCRT would like to provide you with an interim report on your assessment up to this point. This report is based on the educational program review and behavioral interview you attended. We hope this feedback will help you determine your next steps (e.g., to proceed with the next phase of assessment, to consider alternatives to proceeding).

NSCRT Competency Assessment – Interim Feedback

DATE:

Name:	Document received/complete
Application Form/Supporting Documentation	<i>status</i>
Citizenship / Immigration Status	<i>status</i>
Credential Evaluation	<i>status</i>
Language Proficiency	<i>status</i>
Program Review	<i>status</i>
Interview	<i>Status</i>
Clinical Skills Assessment	<i>Status</i>
Credentials Committee Referral	<i>Status</i>



ASSESSMENT FINDINGS TO DATE:

1. INTERVIEW

COMPETENCY AREA	No gaps identified	Gaps identified	Not yet determined
1. PROFESSIONALISM			
2. COMMUNICATION			
3. ANALYSIS AND PROBLEM SOLVING			
4. HEALTH AND SAFETY			
5. ADMINISTRATION			
6. RESEARCH			
7. HEALTH EDUCATION & PROMOTION			
8. PATIENT/CLIENT ASSESSMENT			
9. PHARMACOLOGY (Oxygen therapy only)			
10. BRONCHOPULMONARY HYGIENE			
11. AIRWAY MANAGEMENT			

12. ANESTHESIA			
13. INVASIVE VASCULAR PROCEDURES			
14. VENTILATION MANAGEMENT			
15. CARDIOPULMONARY RESUSCITATION & STABILIZATION			
16. CARDIAC DIAGNOSTICS			
17. PULMONARY DIAGNOSTICS AND INVESTIGATIONS:			
18. ADJUNCT THERAPY			

RECOMMENDATION:

The behavioural descriptive interview (BDI) is structured to examine your ability to demonstrate experience in several specific competences that are found in the National Competency Profile for Respiratory Therapists. To enter respiratory therapy (RT) practice in Nova Scotia you are required to demonstrate competence in all 18 competencies.

The BDI examined four clinical competencies and three core competencies as a first step in evaluating overall RT competency as described in the 2011 National Competency Profile. The clinical competencies selected are used by practicing RTs daily and are associated with significant risk to patients. The core competencies were evaluated throughout the whole interview.

The outcome of this evaluation can be summarized as follows:

- Demonstration of competency in applying technical skills in oxygen therapy and use of anesthesia equipment;
- Gaps were identified in airway management and ventilation management. Knowledge, skill, and judgement were not thoroughly demonstrated in either of these critical clinical competencies.
- The core competencies that were examined throughout the interview are of critical importance to RT practice. To successfully execute the clinical competencies requires assessment, evaluation and critical thinking; strong communication with the patient, family, and the healthcare team; and demonstrated understanding of the role of the RT in relation to the whole healthcare team. These competencies were not demonstrated during the interview.

Although some technical skills were evident, there were significant gaps in knowledge, critical thinking, and judgement found throughout this assessment.

The NSCRT appreciates the time you have invested in the process thus far. The next steps in the competency assessment process include a comprehensive written exam, individual skills demonstration in a laboratory simulation setting, and complex patient care scenarios in a laboratory

simulation setting. While the option to continue with the assessment process is entirely the candidate's decision, the interview results strongly suggest it is unlikely that you would be successful in further assessments as the assessments become more challenging.

Should you choose to complete the entire assessment process, your complete assessment file will be referred to a panel of the NSCRT Credentials Committee for consideration and determination of whether you have met the requirements for registration.

The education required to address any gaps identified during the assessment process are determined on a case-by-case basis by the Credentials Committee. For example, an individual with a limited knowledge of medical gas cylinders or oxygen concentrators may be required to audit a course. For individuals with significant gaps, the only option may be completion of an approved Respiratory Therapy program.

The interview results strongly suggest enrollment and successful completion of an accredited full time Respiratory Therapy program which will provide you with the critical knowledge and skills required to challenge the Canadian Board for Respiratory Care National exam. The National exam is the final step required to enter respiratory therapy practice in Canada.

We strongly encourage you to take some time to process the information detailed in this interim report. We ask that you notify the NSCRT at, registrar@nscrt.com as soon a decision has been made on how you wish to proceed.

Report received on: _____

By *signature of applicant*: _____



How to Appeal a Registration Decision

If your registration application was denied by the NSCRT, you can appeal the decision to the Registration Appeal Committee within thirty days of receiving a rejection letter.

1. Notify the Registrar, in writing at registrar@nscrt.com, that you want to appeal the decision. The Registrar will forward your request to the Registration Appeal Committee and the Registration Appeal Committee will begin the appeal process.
2. There are three people on Registration Appeal Committee:
 - One member of the public (who was not a member of the Credentials Committee)
 - Two respiratory therapists in active practice
1. The Registration Appeal Committee will:
 - Set a date for a hearing no later than sixty days following receipt of the written notice of appeal
 - Send a written notice to you, the appellant, and the NSCRT Registrar of the date, time and place for the hearing
2. You, the appellant, have the right to:
 - Be represented by legal counsel, a union representative or another representative at your expense
 - Receive all information that is provided to the Registration Appeal Committee
 - Receive this information at least ten days prior to the appeal to allow reasonable opportunity to review the information and
 - Respond to this information or submit additional information
3. The College will provide you and the Registration Appeal Committee all information that was used by the Registrar and the Credentials Committee to make the decision this is being appealed.
4. During the hearing both parties, the appellant and the College, have the right to:
 - The opportunity to examine evidence and make submissions
 - The opportunity to cross-examine witnesses
5. The Registration Appeal Committee will:
 - Make a decision based on examination of evidence, that in its opinion, should have been made by the Registrar and Credentials Committee
 - Provide that decision in writing to you by registered mail or personal service.

6. The decision of the Registration Appeal Committee is final.