

## Tips on Preparing for your Remote Assessment

The following tips will provide you with a sense of how you can begin preparing for the assessment:

1. When proposing a time and date for the PPA, try and ensure that you can arrange for an uninterrupted period of time with your assessor in an area where you can have some privacy, away from colleagues and patients.
2. Prepare for the assessment by ensuring that you:
  - Have access to a computer with webcam, speakers and a microphone
  - Have a stable internet connection
  - Have access to a private room where the assessment can be conducted uninterrupted
  - Download Zoom
3. Before the assessment, please complete the Documentation Exercises and the Reflective Practice Infection Control Worksheet sent to you.
4. The questions that the assessor will ask during the interview are “behavioural based,” which means that you will be required to draw on experiences in your optical practice to demonstrate how your knowledge, skill and judgement align with the competencies. The assessor will ask the following types of questions:
  - a. **Core Competency Based Questions:** relating to troubleshooting patient issues; prioritizing professional duties; infection control and patient safety.
  - b. **Eyeglass Case-based Questions:** relating to obtaining patient history and assessment data; making recommendations for eyewear based on assessment data; performing ocular measurements; verifying and adjusting the appliance on delivery; implementing a patient teaching plan.
  - c. **Contact Lens Case-based Questions:** developing a patient’s visual profile and conducting an assessment when fitting, preparing and dispensing contact lenses; steps in the contact lens trial; insertion and removal of the contact lens; step in follow-up care.
  - d. Keeping in mind the categories of questions you will be asked, before the session, you may want to think about situations with patients that you have encountered in the past, and the steps you went through in those situations. Think about your patient interactions as a story, with a beginning, middle and end. You may find it helpful to use the STAR method to organize your thoughts. The STAR method is a

structured manner of responding to a behavioral-based interview question by discussing the specific **situation**, the **task** you were faced with and the options you had, the **action** you took, and **result** of the situation you are describing. There are many Internet resources about how to use the STAR method; you are encouraged to seek out these resources.

5. The College would recommend that you also take some time before the assessment to revisit the College's regulations and guide documents, such as:
  - a. Standards of Practice and Practice Guidelines (Updated December 7, 2020): <https://collegeofopticians.ca/registrants/professional-obligations/by-laws-and-standards-of-practice>
  - b. National Competencies for Canadian Opticians: <http://coptont.org/docs/National-Competencies-for-Canadian-Opticians-3-Edition.pdf>
  - c. The Code of Ethics: <https://collegeofopticians.ca/sites/default/uploads/files/Code-of-Ethics-June6-2012.pdf>
  - d. The Opticianry Act, 1991, and the Regulations under the Act, such as Registration and Professional Conduct: <https://www.ontario.ca/laws/statute/91o34>
6. Please notify the College and the Assessor as soon as possible if any scheduling issues arise after the time and date for the assessment have been set.
7. Please have your College Identification Badge with you to show to your assessor at the beginning of your assessment.
8. Relax. The PPA is an educational process; you and the College will work together to improve your practice and protect the public.

### **Role of the Peer Assessor**

The College Peer Assessors are Registered Opticians with the College who have been specifically selected and trained to conduct the PPA.

The College, along with the College's assessor, has the authority to request access and review patient records. Attached is a document that explains this authority, which you are welcome to share with your employer if required. Should you or your employer have any questions, please contact the College.

Upon completion of the PPA, the assessor will submit their report to the Quality Assurance Committee. You will be provided with an opportunity to review and comment on the assessor's written report prior to review by the Quality Assurance Committee.

## **Role of the Quality Assurance Committee**

The QA Committee is responsible for appointing Peer Assessors, directing assessments, reviewing Peer Assessment Reports and determining the outcomes of assessments.

The QA Committee has several options it can take when it reviews an assessment. The Committee may do any of the following:

1. Make no recommendations. In that case, you will have finished the assessment process.
2. Make recommendations for you to pursue your own learning needs.
3. If the Committee identifies insufficient knowledge, skill or judgement that can be addressed in a remediation program, they may direct specific learning activities.
4. If the Committee identifies an immediate risk to the public, the Committee may put terms, limits or conditions on the certificate of registration.
5. If the Committee identifies concerns that you have committed acts of professional misconduct (for example, by failing to cooperate with the peer assessor) or are incompetent or incapacitated, it can disclose your name and the allegations to the Inquiries, Complaints and Reports Committee.