

B.C. ASSOCIATION OF CLINICAL COUNSELLORS

Framework for Regionalized Continuing Educational Opportunities April 2008

Continuing Competency Committee Rob Riddle, Chair

Rationale: Fundamental Purpose #3- Maintaining an operational structure and infrastructure to support Fundamental Purposes 1 and 2. Providing opportunities for professional education and training in order to maintain continuing competency is one of those structures. The CC Committee will no longer be involved in organizing a biennial provincial conference. The focus will be on coordinating CE opportunities within and between regions. This process has already been under way with considerable success, particularly in Regions 2 & 4. There is a need now, especially for funding reasons, to have a more definite process for these CE events to continue.

Underlying Principles:

1. Education and training opportunities to insure continuing competency should be offered by BCACC within a reasonable distance (i.e. within regions or between regions).
2. Education and training opportunities should be offered by BCACC in a variety of formats and venues to accommodate all members.
3. Education and training opportunities should be offered by BCACC in the most cost effective way.
4. Information about opportunities offered by organizations other than BCACC should be readily accessible to members.
5. Every effort should be made to coordinate these activities offered with or between regions.
6. An evaluation of this process is essential.
7. Educational opportunities are intended to be on a cost-recovery basis through registration fees. However supplementary funding may be available on application to the CC Committee. This process will not effect the existing regional funding arrangements.

Goals:

1. To promote and encourage CE events within a region or between adjacent regions.
2. To establish a schedule of educational opportunities to be offered within the next year.
3. To encourage CE through face-to-face or on-line workshops, courses, etc. as well as on-line chat/subscription interest groups, etc.
4. To manage the CE budget.

Specific Objectives:

1. Regional VPs will submit all their CE plans on the prescribed form to head office . Funding requests will be forwarded to the Chair of the CC Committee by head office. Proposals for funding will be reviewed by the CC Committee at its January and June meetings at which time notification will be sent to the Regional VPs.
2. The CC Committee will ensure that head office maintains a calendar of CE opportunities on the BCACC website.
3. Periodic reviews of this process will be evaluated by the CC Committee.

Role of Continuing Competency Committee

1. To inform head office of requests for funding approved by the CCC.
2. Liaise between regions by: providing information re: setting up and carrying out CE events, connecting members in different regions for CE opportunities and encouraging CE opportunities in conjunction with other professional organizations.
3. Ensuring that existing information such as library holdings, past presentations, on-line courses, etc. are available through head office.
4. Establish the criteria for funding and develop a detailed budget for annual review by the Board of Directors.
5. Actively solicit information from VPs, members and other committee chairs about relevant educational opportunities. The CC Committee may contract others to develop these educational opportunities.
6. Monitor members' CC activities to ensure that they meet requirements outlined in the Health Professions Act.

Implementation of the Framework for Regionalized Continuing Educational Opportunities March 2008

Further to Specific Objective #1 the Committee recommends that every region should determine its own needs and that the Regional VP will be the main contact with the CCC for the purpose of this process. The actual planning within the region could be done by the Region's CE person.

Full Implementation

When the program is fully implemented by 2009 fiscal year, every region will determine its CE needs for funding under this program and the Regional VPs will submit their proposals to the CCC two weeks prior to the CCC meeting held at the same time as the DC meeting (March or April) depending on the year. The CCC will review these proposals and give feedback to the VPs in a timely fashion so that they will have time to make any revisions and submit these to the CCC two weeks prior to the CCC June Meeting. At this meeting funding agreements will be finalized and this will be communicated to the Regional VPs immediately following that meeting. These funds will then be available to them for their CE programs in the following fiscal year (i.e. January 1st to December 31st).

Interim Implementation

An interim process is recommended to allocate funds already contained in the present 2008 budget. Due to the fact that the Board had not officially approved this proposal (only a draft was submitted to the Board in October 2007) and the money was allocated already in the budget for this year, the Executive Committee approved the Proposal so that the following interim process could be implemented.

We expect Regions to use the allocated funds for new CE activities or activities already planned for 2008. With the approval of the Executive Committee of the Board, the chair of the CCC contacted the Regional VPs re: current plans and request that they submit proposals for funding for 2008 to the CCC two weeks prior to the April CCC meeting. The CCC will review these proposals and give feedback as outlined above so that modifications can be made and final approval given at an extraordinary CCC meeting on May 2nd. Proposal changes need to be to the committee two weeks prior to this meeting. Final approval of 2008 allocations will be made at this meeting and communicated to the Regional VPs immediately following this meeting so that they can proceed to conduct any educational programs from that time until the end of December, 2008. This will take care of 2008 CE funding.

In order to implement the process for 2009, we will also request that the VPs submit their CE 2009 proposals for funding to the CC Committee two weeks prior to their June

meeting. Regional VPs will be notified immediately following that meeting of any changes and these must be submitted to the CCC two weeks prior to the October 2008 CCC meeting for final approval. This way they will know what they will be able to do in their regions in fiscal year 2009.

Starting in 2009, the regular process of submissions and approval will be fully implemented as outlined above and this will be repeated every year from that point on. Thus initial consideration of proposals will be done at the Mar/Apr CCC meeting, final approval in June for the fiscal year 2010.

Specific Role of the CCC in the implementation process

The Continuing Competency Committee's role is:

1. to determine funding amounts/feasibility for each region's proposal
2. to approve the topic/presenter
3. to reduce duplication
4. provide information to those who may lack experience in organizing a CE event.
5. Provide an application form to be submitted to Head office and forwarded to the CCC for their meeting. (see attached)
6. Insure accountability by requiring detailed documentation and receipts one month following a regional CE event.
7. Establish a priority list for attendance at CE events. We recommend that first priority be given to BCACC members in the region or regions holding the event. If seats are available the next to be considered will be BCACC members from other regions. Finally, if space is available, individuals external to BCACC could be invited at a pre-determined cost. It is felt that this is necessary because members' fees are paying for this funding and should receive the benefits of this.
8. A transparent process of information regarding the allocation of the funding is necessary and thus, will be communicated to the membership via email/fax broadcast; posted on the BCACC website and published each year in Insights if possible, following the final approval process by the CC Committee for that year.
9. Two matters were discussed but left for future discussion and recommendations. The issue of what happens to funds allocated that were not spent due to insufficient participation or where a profit was obtained. Secondly, the issue of funding individuals to attend CE events, particularly those from very remote areas was the other issue. We recommend that both of these issues be discussed at a workshop at the DC meeting in April 2008.

Application for Funding for 2008 Regional Continuing Educational Events

This application must be completed and forwarded to head office by April 4th, 2008 which is two weeks before the April 18th Continuing Competency Committee Meeting. Any modifications of this proposal recommended by the Committee will be communicated to the Regional VP immediately following this CCC meeting. A revised proposal needs to be submitted to head office by April 30th so that final decisions can be made by the CC Committee at an extraordinary meeting on May 2nd and 3rd. Final approval will then be communicated to the Regional VP immediately following this May meeting so that CE events scheduled to take place from that point until December 31st, 2008 can proceed. Any events planned to take place in 2009 must be submitted separately.

Region(s):

Regional VP(s) submitting this proposal:

Topic of CE event:

Presenter(s): (please attach a brief bio)

Dates and Times of the event:

Location of the event:

Expected number of participants:

Proposed Budget (this needs to include facility costs, speaker costs, administrative costs such as advertising, copying, mailing, etc. Also include any other source of funding for the event):

Application for Funding for 2009 Regional Continuing Educational Events

This application must be completed and forwarded to head office by May 30th, 2008 which is two weeks before the June 13th Continuing Competency Committee Meeting. Any modifications of this proposal recommended by the committee will be communicated to the Regional VP immediately following this CCC June meeting. A revised proposal needs to be submitted to the head office by October 10th so that final decisions can be made by the CC Committee at their October meeting. Final approval will then be communicated to the Regional VP immediately following this October meeting so that CE events scheduled to take place in the fiscal year (January 1st to December 31st 2009) can proceed.

Region(s):

Regional VP(s) submitting this proposal:

Topic of CE event:

Presenter(s): (please attach a brief bio)

Dates and Times of the event:

Location of the event:

Expected number of participants:

Proposed Budget (this needs to include facility costs, speaker costs, administrative costs such as advertising, copying, mailing, etc. Also include any other source of funding for the event):