

## Quality Assurance Program Online System

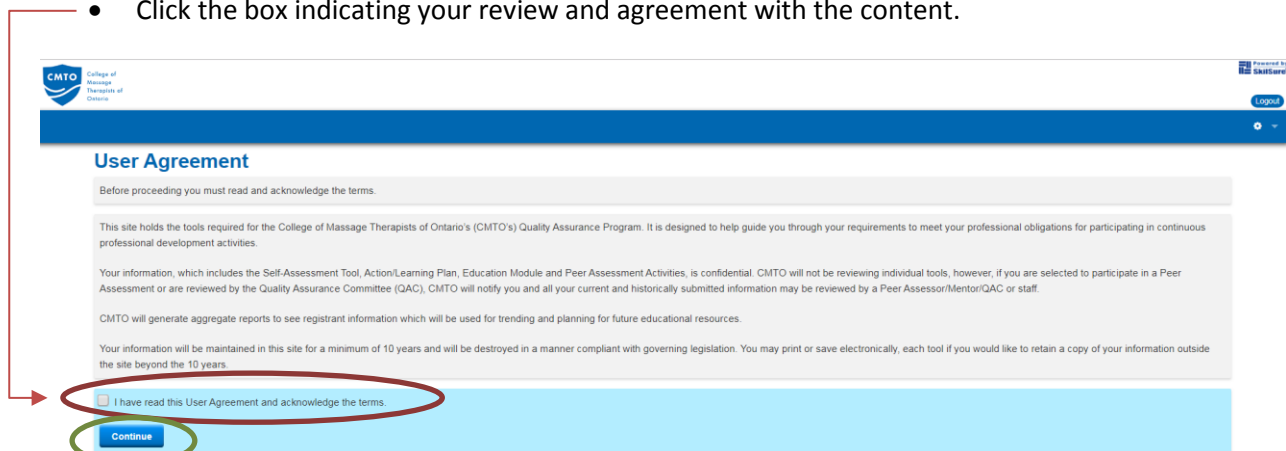
### Entering the New QA System:

- Click on the “New QA System” tab



### User Agreement:

- Read the user agreement.
- Click the box indicating your review and agreement with the content.



- Click “Continue”.

# Quality Assurance Program Online System

## Welcome Page:

- This page provides an overview of the Quality Assurance Program portal and helps to orient you to the site.

The screenshot shows the user interface of the Quality Assurance Program Online System. The header includes the CMTO logo and navigation links for Home, CPD, and Resources. The main content area is titled "Welcome to the College of Massage Therapists of Ontario's (CMTO's) Quality Assurance (QA) Program Portal." It provides an overview of the QA process and lists required tools. Annotations include a red circle around the member information, a green circle around the "Required" section, a purple circle around the "Messages" section, and a blue circle around the "Resources" link in the header.

**Member:** Test Candidate04  
**Start Date:** April 1, 2018  
**Status:** IN PROGRESS  
**End Date:** December 31, 2018

**Required**

- Step 1: Self-Assessment Tool
- Step 2: Action / Learning Plan

**Messages**

Messages from CMTO (0)

**Completion Status**

- ! OVERDUE
- IN PROGRESS

**Welcome to the College of Massage Therapists of Ontario's (CMTO's) Quality Assurance (QA) Program Portal.**

Here you will find all your required tools in one location along with resources to help you through the entire process.

Above left you will find your name and information about where you are in your overall QA process - in progress, overdue, or submitted/complete - and the deadline date. When all requirements have been submitted the "status" will indicate "complete".

To the left you will find a list of tool requirements ("Required") and their status.

In the "Messages" section you will be able to read messages or reminders from CMTO.

In the top right, resources have been included to assist in preparing for and completing the tools. Resources include worksheets, decision-making frameworks, and other helpful documents. You will also find navigation buttons to move you back to the "Home" page, "Contact Us" or "Logout".

To begin, select the tool you wish to start - it is recommended you start with the Self-Assessment Tool.

- To begin, select "Step 1: Self-Assessment Tool" from the "Required" section.

## Step 1: Self-Assessment Tool:

- Review the information about the tool, when to complete it and how long it is intended to take to complete.

- Rate your performance on each of the Essential Competencies.
- Provide 2 to 5 examples of specific behaviours you consistently demonstrate which describe how you apply the competency in your own workplace or in your practice.
- The Resources tab provides links to guidance documents to help with ideas of examples or to see what CMTO guidance links with each Essential Competency.

- Click "Submit" when you are satisfied with your work and want to lock the tool from further changes and submit it to the College.
- Click "Save" if you wish to save and return to work on the tool.

## Step 2: Action/Learning Plan:

- Review the information about the tool, when to complete it and how long it is intended to take to complete.

- Add a New Goal: click here to establish your goals.
- Established Goals: indicates how many goals you have set and are currently working on. A minimum of 3 goals are required to be set between April 1<sup>st</sup> and May 31<sup>st</sup> each year.
  - Milestone Due: this date shows when you need to submit your goals – this is only Part 1.
- Submitted Goals: indicates how many goals you have set your goal and provided information as to goal completion, application to your practice and what you have learned. This will change when you submit your goals by March 31<sup>st</sup>.

**Add a New Goal:**

- If you scored yourself on the Self-Assessment Tool as “I have basic knowledge (novice)” the Essential Competency will automatically appear in the goal. You may wish to either develop a goal to advance your abilities in this area or delete the goal if it is not a priority.
- You can add the Essential Competency your goal is linked to as well.
- Generate your SMART Goal. There are resources available in the “Resources” tab to help you establish your goals.

- Indicate what activities you plan to do to achieve your goal.
- Set a date that you are aiming to have the goal completed. Goals should be achievable by March 31<sup>st</sup> next year.
- Save Goal: this will allow you to save what you have and return to work on the establishing of this goal.
- Complete Part 1: Will lock your goal and will allow you to move to Part 2: Reflecting on Learning. You need to complete Part 1 by May 31<sup>st</sup>.

# Quality Assurance Program Online System

Other:

- To contact the System Administrator for assistance or to provide feedback, click “Contact Us”.
- To get to the home page at anytime, click “Home”
- To open a new browser tab to the CMTO website, click the CMTO logo

The screenshot shows the CMTO Quality Assurance (QA) Program Portal. The header includes the CMTO logo on the left and navigation buttons for Home, CPD, Contact Us, and Logout on the right. The main content area is titled "Welcome to the College of Massage Therapists of Ontario's (CMTO's) Quality Assurance (QA) Program Portal." and contains instructions for users. On the left side, there is a sidebar with user information and a list of required steps.

Annotations in the image include:

- A purple circle around the CMTO logo with an arrow pointing to the text "To open a new browser tab to the CMTO website, click the CMTO logo".
- A green circle around the "Home" button with an arrow pointing to the text "To get to the home page at anytime, click 'Home'".
- A red circle around the "Contact Us" button with an arrow pointing to the text "To contact the System Administrator for assistance or to provide feedback, click 'Contact Us'".
- A black circle around the "Logout" button with an arrow pointing to the text "To logout, click here".

- To logout, click here