



Refresher Course Refresher Competencies Assessment Tool (RCAT)

Name of Refresher Course Participant _____ CMTO ID # _____

(Please print)

Name of Tutor _____

(Please print)

Date of RCAT Review with Participant and Tutor _____

General Information:

The College of Massage Therapists of Ontario (the “College”) or a Committee of the College may require applicants/registrants to complete a refresher course. For example, an applicant whose Massage Therapy education is more than three years old at the time they wish to participate in the Certification Examinations must have successfully completed a Refresher Course within the previous 15 months. Similarly, a registrant may be required to complete a Refresher Course pursuant to an order of the Inquiries, Complaints and Reports Committee, or as a requirement to move from an Inactive Certificate to a General Certificate of registration.

CMTO’s Refresher Course has two components, the Standards and Regulations e-Workshop and the Tutoring component. The Refresher Competencies Assessment Tool (RCAT) provides the foundation for the Tutoring component and is based on the *Inter-jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice*. The objective of the RCAT is to:

- a. Help applicants/registrants assess their current competencies and identify any areas of strength or weakness.
- b. Help tutors create a customized program for the applicant/registrant to address their specific needs and ensure they meet all minimum competence requirements.

The applicant/registrant is required to read each practice competency in the RCAT and identify those areas where they feel development is needed. The applicant/registrant and their tutor discuss the results of the RCAT and the tutor then develops a customized program to meet the applicant/registrant’s specific development needs.

A practical (including clinical) component is required. The objective of the practical component is to identify how well the applicant/registrant has been able to integrate their knowledge and practical skill in the treatment area. The length of this component will vary depending upon the participant’s time away from practice. The General Refresher requires a minimum 10-hour practical component, while the Enhanced Refresher requires a minimum 16-hour practical component. A minimum of 7 hours of the General Refresher practical component and 11 hours of the Enhanced Refresher practical component must be completed in person and the remaining hours may be provided using remote/distance learning technology. The tutor may determine whether a higher proportion of the 10 or 16 practical hour requirement must be completed in person. In addition, the tutor may incorporate remote learning at any time during the tutoring plan. See the chart below for minimum tutoring hour guidelines:

	Practical Tutoring Hours (minimum)	Minimum Required In-Person Hours (at tutor's discretion)	Maximum Remote Learning Hours (at tutor's discretion)
General Refresher Course	10	7	3
Enhanced Refresher Course	16	11	5

Please visit the [Refresher Course Policy](#) page on CMTO's website for more information.

Please note that the practical component is in addition to any other instruction, readings, etc. that may be required. In addition, the following should be considered for any remote interactions:

- The chosen platform should have appropriate security features that are implemented for the tutoring session(s);
 - Neither the tutor nor the participant should allow the session to be recorded;
 - No one other than the tutor, participant and volunteer client (if needed) are permitted to participate in the session (no online observers);
- and

Both participants should have internet service that provides sufficient bandwidth for the platform they choose.

For more information about the Refresher Course, please visit the CMTO website at www.cmtto.com, or e-mail registrationservices@cmtto.com.

Instructions:

Step 1 – Self-Assessment

Read each practice competency and performance indicator and place a checkmark against any that you feel need review and/or development. Be honest, this is to help you gain the required knowledge and skills.

Step 2 – Program Development

Contact the College for the list of CMTO-approved tutors and mentors. Contact a tutor and arrange a meeting to discuss your tutoring requirements. Review your self-assessment with your tutor who will integrate his/her own assessment based on the discussion with you. Using this information, your Tutor will develop a customized program to meet your specific development needs and will submit a proposal for training to the College for approval.

Step 3 – Program Completion

Upon completion of the program, your tutor will review the practice competencies and performance indicators again and confirm that those that required review were reviewed. Both you and your tutor will sign a Confirmation of Refresher Course Completion and submit an evaluation of the tutoring sessions. The form will be sent to the Registration Department at the College to be placed on your file. Both you and your tutor may wish to keep a copy for your own records.

Refresher Competencies Assessment Tool (RCAT)

(to be completed by Participant and Tutor)

Functional Areas of Practice	Practice Competencies:			
	<p>The <i>Inter-jurisdictional Practice Competencies and Performance Indicators for Massage Therapists at Entry-to-Practice</i> document includes one or more performance indicators for each of the practice competencies listed below. After reviewing the performance indicators for each competency, please place a “✓ “ next to the ones you believe need review and/or development.</p>			
1. Professional Practice		Participant Assessment	Tutor Assessments	
			Review Needed	Review Completed
1.1 Communication	1.1.1. Use written communication effectively			
	1.1.2. Use oral communication effectively			
	1.1.3. Use electronic communication effectively			
	1.1.4. Identify and address interpersonal conflict			
	1.1.5. Communicate in a manner that respects diversity			
	1.1.6. Communicate in a manner that is suitable to the recipient’s level of understanding			
	1.1.7. Use active listening skills			
	1.1.8. Use and respond to non-verbal communication			
	1.1.9. Use medical terminology			
	1.1.10. Contribute to an effective, collaborative atmosphere in group settings			
1.2 Professionalism	1.2.1 Comply with federal and provincial requirements			
	1.2.2 Comply with regulatory requirements			
	1.2.3 Comply with municipal and local requirements			
	1.2.4 Maintain comprehensive practice records			

	1.2.5 Maintain professional boundaries			
	1.2.6 Maintain a safe and comfortable practice environment			
	1.2.7 Apply standard hygiene and infection control precautions			
	1.2.8 Practice professionally, regardless of personal beliefs			
	1.2.9 Apply biomechanical and postural skills for therapist self-protection			
	1.2.10 Employ personal care and lifestyle strategies that enhance professional effectiveness			
	1.2.11 Manage personal stress			
	1.2.12 Maintain personal hygiene and professional appearance			
	1.2.13 Identify and address conflict of interest			
	1.2.14 Employ critical thinking			
	1.2.15 Apply ethical considerations in decision making			
	1.2.16 Manage professional time effectively			
	1.2.17 Recognize the role of Massage Therapy within health care			
	1.2.18 Establish and maintain professional collaboration			
	1.2.19 Use research and professional literature			
	1.2.20 Maintain currency with the developments in the profession			
	1.2.21 Practice within therapist's knowledge and skill level			
	1.2.22 Use self-reflection to identify personal strengths and areas for improvement			
	1.2.23 Perform basic information management functions electronically			
	1.2.24 Ensure sound practice management			
	1.2.25 Prepare reports for third parties			
1.3 Therapeutic Relationship	1.3.1 Display positive regard toward client			
	1.3.2 Practice client-centred care			

	1.3.3	Maintain informed client consent throughout assessment and treatment			
	1.3.4	Obtain explicit consent prior to assessment and treatment of sensitive body areas			
	1.3.5	Respect client's physical privacy			
	1.3.6	Recognize and address the power differential in the client-therapist relationship			
	1.3.7	Recognize and address transference and counter-transference			
	1.3.8	Employ touch with therapeutic intent			
	1.3.9	Address accidental or incidental physical contact			
	1.3.10	Assist client in representing their needs to others			
2. Assessment			Participant Assessment	Tutor Assessment	
				Review Needed	Review Completed
	2.1	Obtain comprehensive case history			
	2.2	Integrate findings of other health care practitioners			
	2.3	Apply knowledge of commonly-occurring conditions to assessment			
	2.4	Select and perform assessments incorporating knowledge of client history, safety considerations and evidence			
	2.5	Modify assessments based upon emerging findings			
	2.6	Maintain clinically relevant observation			
	2.7	Perform vital signs assessment			
	2.8	Assess abilities to perform activities of daily living			
	2.9	Perform postural assessment			
	2.10	Perform palpatory assessment			
	2.11	Perform gait assessment			

	2.12 Perform range of motion assessment			
	2.13 Perform muscle length assessment			
	2.14 Perform muscle strength assessment			
	2.15 Perform joint play assessment			
	2.16 Perform neurological assessment			
	2.17 Perform appropriate special tests			
	2.18 Interpret findings and formulate clinical impression/differential diagnosis			
	2.19 Recognize conditions requiring urgent medical attention and respond accordingly			
	2.20 Recognize conditions requiring non-urgent medical attention and respond accordingly			
	2.21 Recognize when client may benefit from community services			
3. Treatment		Participant Assessment	Tutor Assessment	
			Needs Review	Review Completed
3.1 Treatment Principles	3.1.1 Incorporate relevant assessment data, research evidence, and clinical experience into development of a client-centred treatment plan			
	3.1.2 Select treatment components based on indications and safety considerations			
	3.1.3 Treat consistent with treatment plan			
	3.1.4 Perform ongoing client evaluation, and adapt treatment plan as needed			
	3.1.5 Use client transfer techniques			
	3.1.6 Assist client with dressing and undressing			
	3.1.7 Employ draping			
	3.1.8 Position client			
	3.1.9 Adapt treatment based on client response			
	3.1.10 Guide client in self care			

3.2 Massage Techniques	3.2.1	Perform effleurage			
	3.2.2	Perform stroking			
	3.2.3	Perform petrissage			
	3.2.4	Perform skin rolling			
	3.2.5	Perform vibration			
	3.2.6	Perform percussive techniques			
	3.2.7	Perform rocking and shaking			
	3.2.8	Perform frictioning			
	3.2.9	Perform muscle stripping			
	3.2.10	Perform muscle approximation			
	3.2.11	Perform Golgi tendon organ techniques			
	3.2.12	Perform lymphatic drainage techniques			
	3.2.13	Perform trigger point techniques			
	3.2.14	Perform fascial/myofascial techniques			
	3.2.15	Perform joint mobilization techniques			
	3.2.16	Direct client in diaphragmatic breathing			
3.3 Therapeutic Exercise	3.3.1	Perform and direct client in stretching			
	3.3.2	Perform and direct client in range of motion exercises			
	3.3.3	Direct client in strengthening exercises			
	3.3.4	Direct client in cardiovascular exercises			
	3.3.5	Direct client in proprioception exercises			
	3.3.6	Direct client in exercises to restore capacity in activities of daily living			
3.4 Thermal Applications	3.4.1	Perform and direct client in heat applications			
	3.4.2	Perform and direct client in cold applications			
	3.4.3	Perform and direct client in contrast applications			

Appendix A:

College of Massage Therapists of Ontario Refresher Course Policy

Policy

The refresher course should evaluate competency and will focus on the competence of the registrant. The duration of the refresher course to be completed by a registrant/applicant will depend on the number of years the registrant has not been practising and whether the registrant/applicant has ever consolidated his/her learning after completing an approved Massage Therapy program. These two factors will affect an individual's retention of knowledge and skills.

The refresher course will consist of the following stages:

- The registrant/applicant will complete the Standards and Regulations e-Workshop. This stage may be done before, during, or after the stages below.
- The registrant/applicant will complete the Refresher Competence Assessment Tool (RCAT).
- An approved tutor will verify that the registrant has the competencies indicated on the completed RCAT and then design a course to remedy the registrant's competence in the areas needing improvement.
- The practical part of the course will require the registrant/applicant to demonstrate minimum entry to practice competence in client assessment, treatment skills, remedial exercise, and soft tissue modalities. This practical component is recommended to be a minimum of ten (10) hours for the General Refresher Course and a minimum of sixteen (16) hours for the Refresher Course with Enhanced Practicum.
- At the end of the course the tutor will complete and sign another Refresher Competence Assessment Tool evaluating the registrant/applicant's competence at the entry to practice level.
- Both the student and the tutor will complete course evaluation forms and submit them to the College.

Registrant Categories

There will be two categories of registrants who will require a refresher course. In each category the re-entry to practice requirement will depend on the length of time the registrant/applicant has not practised:

Category 1 – Registrants/Applicants with Two or More Years of Practice after Graduation:

- If a registrant/applicant cannot meet the requirement for 500 hours direct client care in the previous three years and has been away from practice for more than three and less than seven (7) years, the registrant will be required to complete a General Refresher Course.
- After seven (7) years or more and less than seventeen (17) years away from practice, these registrants/applicants will be required to complete a longer Refresher Course with an Enhanced Practicum.
- If these registrants/applicants have not practiced for 17 to 20 years, their files will be reviewed on an individual basis by the Registration Committee and they may be required to complete the entire approved Massage Therapy program.
- After twenty (20) or more years away from practice, these registrants/applicants will be required to complete the entire approved Massage Therapy program.

Category 2 – Registrants/Applicants with Less than Two Years of Practice after Graduation:

- If a registrant/applicant cannot meet the requirement for 500 hours direct client care in the previous three years and has been away from practice for more than three (3) and less than five (5) years, the registrant will be required to complete a General Refresher Course.
- After five (5) years or more and less than fifteen (15) years away from practice, these registrants/applicants will be required to complete a longer Refresher Course with an Enhanced Practicum.
- If these registrants/applicants have not practised for 12 to 15 years, their files will be reviewed on an individual basis by the Registration Committee and they may be required to complete the entire approved Massage Therapy program.
- After fifteen (15) or more years away from practice, these registrants/applicants will be required to complete the entire approved Massage Therapy program.

Follow-up Evaluation:

When a refresher course has been completed, both the student and the tutor will complete the online evaluation survey. A link to the evaluation survey can be found at the end of the tutor plan document. This will enable the College to evaluate the effectiveness of the courses being offered.