

**COLLEGE OF  
KINESIOLOGISTS  
OF ONTARIO**



**SPECIALTIES ASSESSMENT FRAMEWORK**

Authorizing a specialty of the profession

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## DEFINITION

To be authorized as such by the College, a specialty must be a distinct and well-defined focus of practice which requires in-depth knowledge and skills beyond those commonly possessed by registered kinesiologists (defined by the College's registration and renewal requirements). A specialty builds on the knowledge within the discipline and strengthens and enriches evidence-based practice of kinesiology. A specialty responds to defined health needs of members of the public.

Practitioners of an authorized specialty within kinesiology will have gained advanced competency within the specified area of practice through study and supervised practice as a trainee. This study and supervised practice will have been conducted by a program or programs accredited by the College of Kinesiologists of Ontario or its delegate to provide certification, a diploma or degree that is recognized by the College.

## REQUIREMENTS FOR RECOGNITION OF A SPECIALTY

### 1. Defined scope

The scope of the proposed specialty requires advanced knowledge and skills that:

(a) are recognized as part of a kinesiology area of practice, or combination of recognized kinesiology areas of practice; and

(b) cannot be adequately represented to the public and to members of other health professions solely through the use of the R. Kin designation, plus addition of the designation used by those qualified in the specialty area.

A specialty:

- Builds upon the essential competencies of kinesiology in a distinct area by adding increased depth of knowledge, and by increasing the skills of the practitioner within the area of specialty;
- Adheres to the standards of practice and defined competency profile
- Demonstrates the competencies required to provide advanced and specialized kinesiology services
- Responds to a recurrent set of well-defined situations/problems/needs related to a defined population

Typically, specialists practise in the area exclusively.

### 2. Evidence of need

The specialty applicant must document scientifically, by valid and reliable statistical evidence/studies, that the applicant: (a) actively contributes to new knowledge in the field; (b) actively contributes to professional education; (c) actively contributes to research needs of the profession; and (d) provides kinesiology services for the public, all of which are currently not being met by general practitioners or another authorized specialty of kinesiology.

### **3. Impact on existing practice of kinesiology**

The recognition of specialties within a profession recognizes and leads to advancements in practice, research and technology. Improvements within the field serve the public interest by enabling more informed decision-making and enable members of the profession to make necessary referrals within the profession to respond to particular patient/client needs.

Specialties are authorized only in those areas identified and accepted by the profession where advanced knowledge and skills are essential to maintain or restore health or to provide the required support to the development of the profession.

The authorization of a specialty:

- Enhances and strengthens the public's access to necessary and effective kinesiology services
- Is consistent with the goal of protecting the public, nurtures the practice and science of kinesiology, and improves the quality and accessibility of care.
- Demonstrates unique integration of care with other areas of kinesiology and/or other areas of health service.

### **4. Advanced education and training**

A program proposing to provide a certificate or diploma to qualify members to practise as a specialist within an authorized specialty of kinesiology must be accredited by the College or an organization to which the College has delegated this authority. Formal advanced education and training programs pertaining to a specialty must be verifiable by the College. The program must provide education and training beyond what is attained in the four or five-year kinesiology degree from a recognized Ontario university or equivalent. The purpose of the program and the design of the curriculum must be to provide the *special knowledge and skills* required for practise of the proposed specialty.

#### **General characteristics of a specialty**

- Specified knowledge and skills within kinesiology
- Advanced level of expertise or skills that builds on the essential competencies of kinesiology practice resulting from
  - Structured program of study and/or training which is not part of a baccalaureate degree, typically requiring a minimum of 1000 curriculum hours and 800 supervised practise/practicum hours.
- Certification resulting from an exam by a sector-recognized certifying body
- Continual evaluation of specialty skills at adequate intervals by the accepted certifying body.

## ACCREDITATION OF A SPECIALTY TRAINING PROGRAM

### SECTION A: Validation of the sector recognized certification program

The application for authorization to use a specialty title requires submission of documentation relating to the education and certification process undertaken by the member to achieve the required level of competence to practise as a specialist in the specialty area. The education and training must be provided by a program which is recognized by the sector and the profession and which has been accredited by the College or its delegate.

### SECTION B: Submission of an application

A program which meets the following criteria may submit an application for accreditation:

1. A dean/program director/program administrator, as applicable, has been employed at the time the application is submitted and at least six (6) months prior to a projected site visit.
2. The program meets the accreditation requirements in Appendix 1 and can be demonstrated, at the time of the application.
3. A strategic plan/outcomes assessment process, which will regularly evaluate the extent to which the program's stated goals and objectives are being met, is developed and available for review.
4. The long and short-term financial commitment of the institution to the program is documented and demonstrates viability of the program.
5. Contractual agreements are drafted and signed providing assurance that any program dependent upon the resources of a variety of institutions and/or extramural clinics and/or other entities has adequate support.
6. A defined admission process and due process procedures exist to verify that applicants for admission to the program meet entry requirements.
7. Due process procedures including examinations are in place to ensure that trainees achieve the required competencies to practise at an advanced level within a specific area of the field of kinesiology.
8. Qualifications, assignments and appointment dates of faculty are provided.
9. An explanation is included of how the curriculum was developed including who developed the curriculum and the philosophy underlying the curriculum. If curriculum materials are based on or are from an established education program, there must be documentation that permission was granted to use these materials.
10. The curriculum with general course and specific instructional objectives, learning activities, evaluation instruments (including, as applicable, laboratory evaluation forms, sample tests, quizzes and grading criteria is provided.
11. Class schedule(s) noting how each class will utilize the facility are developed.

As there is no accrediting body currently in place that is able to assure the College of the qualifications of an applicant for provision of training in a specialty within the practice of kinesiology, such applications must be made to the College with payment of required fees.

### **SECTION C: Application requirements**

The following information must be submitted to the College:

#### **General information**

1. What is the name of the proposed specialty?
2. What is the relationship between the specialty and general kinesiology practice?
3. Is there a national organization which provides certification of or regulates through a legislative framework, the proposed specialty?
4. Are there any other national or provincial organizations with similar scopes? If yes, what is the relationship between the organizations?

#### **Specific information**

1. Describe in detail the unique nature of the proposed specialty. Provide information on the following:
  - a. A list of well-established and validated standards of practice or core competencies and the methodology used to develop and validate them. Every standard or competency should relate to the uniqueness of the proposed specialty area.
  - b. A statement of values and beliefs reflected in the practice of this specialty area, which must be reflected throughout the proposal.
  - c. A description of the recurrent situations/problems/needs which the specialty area addresses.
  - d. A description of key phenomena that relate to practice, such as technologies, physical set-up, practice setting and any other external influencing factors that relate to the uniqueness of the specialty area.
  - e. A written role description for practitioners within the specialty.
  - f. A list of well recognized and current journals, publications, research studies which support the specialty.
  - g. A list of practitioners of the proposed specialty or other individuals who have recognized and relevant knowledge or expertise and who support the creation of the specialty with reasons for their support.
2. Describe the client population which this proposed specialty primarily serves and how clients benefit from this specialty practice.
3. Is this specialty recognized by another jurisdiction? If yes, for how long?
4. For each jurisdiction, describe how the specialty is structured.
5. For each jurisdiction, describe how it is recognized (e.g. examination?)
  - a. Describe the requirements for recognition of practitioners in this area.
  - b. How are practitioners in this area assessed/confirmed?
6. What are the continuing competency requirements for practitioners to maintain their certification?

7. How will the recognition of this proposed specialty affect general practitioners and any other related specialties? (Please include both positive and negative implications)
8. Would any component of the specialty training be taken as part of the training for general practice? (e.g. streamed university programs). Please describe how this would be handled by the training program in the specialty area
9. How would recognition of this specialty area affect the following:
  - a. Delivery of general kinesiology services?
  - b. Meeting health care needs?
10. Estimate how many practitioners are currently practising in the proposed specialty area
11. Outline future projected work force needs for those practising in this area (5-10 years)
12. Why is authorization by the College essential for the proposed specialty? How is public protection improved or how is the practice of kinesiology enhanced?
13. Identify any organizations and stakeholders (within Canada) who should be consulted, including other professions where holders of the specialty certification or education may practise.
14. Outline the implementation process for the proposed specialty.

#### **SECTION D: Application review and approval process**

##### **Step 1 – Preliminary review**

1. Receipt of submission
2. College staff reviews application to ensure completeness
3. Council establishes a special-purpose Committee on Specialties (COS)
4. Submission sent to COS and reviewed

##### **Step 2 – COS review**

The COS will:

1. Review the application
2. Provide direction to staff regarding verification of claims, commitments made in the proposal, current practice focus and structure for those most likely to be impacted within the College's membership
3. Decide whether to accept the proposal and to begin the consultation process, potentially leading to authorization of specialty. In making its decision, the Committee will consider the following:
  - i. Does the proposed specialty make the case that it is necessary for improved public protection?
  - ii. Does the proposed specialty demonstrate strength of certification/education program?
  - iii. Is the proposed specialty broadly understood and accepted within the profession?

Proposals passing this stage will be reviewed according to the Standards for Accreditation described in Appendix 1.

### **Step 3 – Stakeholders consultation**

1. Meeting with the proponents to discuss the application, the consultation process and outcomes from stakeholder consultations.
2. The College will consult with the Ministry of Health and Long-Term Care, other health profession regulators, its membership, the public, professional associations and other stakeholders on the proposal. The period of consultation will be 90 days, unless it is determined that there is urgency to the matter in which case the period of consultation will be 60 days.
3. The COS will review consultation feedback. If no concerns or issues are raised from the consultation, the Committee will proceed to step 5. If after review substantial concerns are raised, the COS will meet with representatives of the organization to address any proposal shortcomings or issues. The proposal will be revised and consultation will be undertaken again for a period of 60 days.
4. The COS will meet with individual stakeholders as necessary.
5. COS decision- requires further clarification; decision to recommend approval; decision to recommend against approval. Rationale provided to support recommendation.
6. COS considers and drafts implementation plan if recommendation is to proceed with specialty.

### **Step 4 – Ratification**

#### **1. Review by Executive Committee**

Executive Committee receives the recommendation from the Committee on Specialties. Executive will consider cost implications on the College of authorizing the specialty; communications requirements; impacts, if any on regulation, and on the membership; and feedback received through the consultation process.

Executive Committee comments and recommends to Council whether the specialty designation is or is not required, and whether or not the implementation plan is feasible.

#### **2. Review by Council**

Council reviews the recommendation of the Committee on Specialties and comments from Executive Committee. Council decides whether to authorize a specialty and implementation plan.

#### **3. Implementation (addressed in application)**



## APPENDIX 1: ACCREDITATION STANDARDS

### ***Standards for accreditation of certificate and diploma programs relating to specialty areas of practice authorized by the College of Kinesiologists of Ontario<sup>1</sup>***

Individuals or organizations submitting a proposal to provide a program which trains candidates in an authorized specialty will be assessed to ensure they meet the following accreditation standards at the end of step 2 in the College's review and approval process described above.

#### **ACCREDITATION STANDARD 1: Administrative Structure**

There must be an appropriate administrative structure.

##### *Interpretation*

1. There must be a program director who has authority and accountability for the operation of the certification or diploma program.
  - 1.1. The program director must have demonstrated specialty expertise gained through advanced education, training and experience in the area of focused competence.
  - 1.2. The program director is accountable to a board of directors capable of such oversight. There must be coordination between the board of directors, the professional associations for kinesiology, the area of specialty practice and universities in Ontario offering degrees in kinesiology to ensure the certification or diploma program does not negatively impact on the quality of education provided at the bachelor's level.
  - 1.3. The program director must be assured of sufficient time and support to administer the program.
2. If more than one type or level of advanced training certification is offered by the organization, there must be a program committee for each certification program, to assist the program director in the planning, organization and supervision of the program.
  - 2.1. The members of this committee must include at least one trainee chosen by the trainees in the program.
3. The program director, assisted by the program committee, must administer and maintain an educational environment conducive to educating experienced kinesiology practitioners in the area of focused competence.

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<sup>1</sup> Adapted from The Royal College of Physicians and Surgeons of Canada's *General Standards for Areas of Focused Competence (AFC) Programs 'C' Standards, 2011.*

4. The program director and committee must:
  - 4.1. Oversee and ensure the quality of didactic and practical education in all sites that participate in the certification or diploma program.
  - 4.2. Approve the selection and teaching assignments of program faculty as appropriate.
  - 4.3. Select candidates for admission to the program.
  - 4.4. Develop and monitor an evaluation process that provides documented, regular feedback for trainees and includes an appeal mechanism.
  - 4.5. Ensure compliance with relevant college (CAAT) or university policies where the program is offered by a college or university.
  - 4.6. Evaluate, on a regular basis, the overall educational environment of the program, and each of its components.
  - 4.7. Assess, on a regular basis, the teachers participating in the program.
5. There must be an environment of inquiry and scholarship, including an active research component, in the organization sponsoring the certification or diploma program.

## **ACCREDITATION STANDARD 2: Resources**

There must be sufficient resources including teaching faculty, the number and variety of practical assignments, physical and technical resources, as well as the supporting facilities and services necessary to provide the opportunity for all trainees in the certification or diploma program to achieve the educational objectives and receive full training as defined by the certification requirements.

### *Interpretation*

1. There must be a sufficient number of qualified staff to teach, supervise and assess the trainees.
2. There must be a sufficient number and variety of appropriate practical assignments to meet the educational needs of the trainees.
3. Practical assignments and other resources used for teaching and learning must be organized to achieve their educational objectives.
  - 3.1. Learning environments must include experiences that facilitate the acquisition of the advanced competencies required to achieve certification or be granted a diploma.
4. The physical and technical resources available to the program must be adequate to meet the needs of the program as outlined in the training requirements.
5. Supporting facilities and services must be available to allow each trainee opportunity to meet the certificate/diploma requirements.

### **ACCREDITATION STANDARD 3: Educational program**

There must be a defined educational program that includes practical training, academic and scholarly content relevant to kinesiology and specific to the area of specialty practice. The program must be designed to ensure that each trainee is able to achieve all the competencies necessary to practise at an advanced level, safely and competently without endangering the public.

#### *Interpretation*

1. The goals and objectives of the overall certification or diploma program must be written using the *Essential Competencies of Practice for Kinesiologists in Ontario*.
2. There must be specific educational objectives for each educational experience based on the relevant *Essential Competencies for Kinesiologists in Ontario*.
  - 2.1. The educational objectives must be designed to permit attainment of competence and be reflected in the planning and organization of the educational experience.
  - 2.2. At the beginning of each educational experience, individual learning strategies to meet the objectives must be jointly developed by the trainee and the supervising faculty.
3. There must be an academic program that provides educational opportunity to demonstrate application of the *Essential Competencies for Kinesiologists in Ontario* relevant to the area of focused competence. This must be sufficient to permit each trainee to acquire the appropriate expertise and skills to practise as a kinesiologist at an advanced level in the area of focused competence.
4. The certification/diploma program must be organized such that trainees are both appropriately supervised and given appropriate responsibility according to their level of training, ability/competence and experience.
5. Teaching and learning must take place in environments which promote trainee safety and freedom from intimidation, harassment and abuse.
6. Service demands must not interfere with ability of the trainee to follow the academic program.

### **ACCREDITATION STANDARD 4: COMPETENCY-BASED ASSESSMENT OF TRAINEE PERFORMANCE**

There must be mechanisms in place to ensure the systematic collection and interpretation of assessment data on each trainee enrolled in the program.

#### *Interpretation*

1. The in-training assessment system must be based on the goals and objectives of the program and must clearly specify the methods by which trainees will be assessed and the level of performance expected of trainees at each stage in the achievement of these objectives.
  - 1.1. There must be regular, timely, documented feedback on the progress of the trainee.
  - 1.2. Feedback sessions to trainees must include face-to-face meetings as an essential part of evaluation.

2. Assessment must collect evidence of achievement of competencies as set out in the competency training requirements approved by the College and the competency portfolio for the certification or diploma.