



## Guideline on Self-Assessment Questionnaire

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The Self-Assessment Questionnaire (SAQ) is a tool for members to reflect on their practice. Reflecting on a recent professional event or situation can identify areas of strength and areas for improvement that inform continuing education and professional development needs.

The College will notify members required to complete the SAQ via email. SAQ due dates are also indicated by logging in to the Registrant Self-Service portal. Members can download and print a copy of the questionnaire through the portal. A fillable PDF is also available.

The SAQ consists of three sections:

- I. **Regulatory Assessment:** highlights key legislation pertaining to the practice of midwifery in Ontario.
- II. **Situation Summary:** asks members to isolate a recent professional event or situation and to reflect on their response to it.
- III. **Determining Priorities:** asks members to prioritize continuing professional development goals and how they will be achieved based on the case summary.

The situation summary is a new component of the SAQ, and is designed to help members understand how they have responded to a professional situation, identifying areas of strength and areas for improvement. The situation summary can be about any aspect of your professional practice; it does not have to be specific to clinical care. Members are then asked to determine their learning needs based on the situation to establish clear learning objectives and indicators for how the member will know when their learning goal has been achieved.

Upon completion of the SAQ, members must submit the online Declaration of Completion. Submitting the Declaration of Completion requires members to check off the declaration box on the Self-Assessment Questionnaire section of the Member Portal and click the Submit button. It is the member's responsibility to retain a copy of their completed SAQ in their files on for ten (10) years.

### Action

Members are required to:

- Submit the online Declaration of Completion by the due date. Do not send the completed SAQ to the CMO.
- Retain the completed SAQ in your files for ten (10) years from the date of completion, in accordance with the Quality Assurance Regulation.