

Learn More About Using the Practice Enhancement Tool

The Practice Enhancement Tool has been up and running since the beginning of January and by now many members have successfully completed their self-assessment. Practice Enhancement Consultant Dr. Greg Anderson is always available if you have any questions or need help in completing your self-assessment. Here are answers to some questions we've heard so far from members.

Why am I unable to access the PET website when I type in the address?

The address must be typed in an address bar and not a search bar. Either the full address <https://pet.rcdso.org> or simply pet.rcdso.org can be used, but "www" should not be included.

I can access the website, but why have I been unable to change my temporary password?

There are two possible reasons for this problem. The new password that you select must contain at least six characters and include a minimum of one upper case and one lower case letter as well as one number. In addition, if you are using an older internet browser, you may wish to consider updating it or accessing the site on a different computer with a newer browser version.



Do I have to change my temporary password, or can I use it throughout the PET process?

Although most members decide to change their password so that it is easier to remember, you may elect to continue using the temporary password. In this case, you will have to re-enter it after you log in initially as well as each time you log in thereafter.

What happens if I change my password and later forget it?

When you are on the login page, you can click on “Forgot password.” If you have previously registered an e-mail address, you will quickly receive an e-mail response which includes a link. When you click on this link, you will be taken to a page in which you may enter a new password. If you did not register an e-mail address, you may contact the College and your password will be reset to the temporary password that was provided to you in your original notification letter.

If I am part-way through the assessment, can I still change my password?

Yes. Whenever you log in, you are taken to the PET home page, and there is “change password” option that you can click on. You may also change your registered e-mail address.

Can I start answering the questions before my start date?

You may access the PET website, change your temporary password and register your e-mail address at any time after receiving your PET notification letter. You may also review the online help guide. However, you will not be able to view the questions until your start date.

When I answer a question and click “save answer,” will I be able to change my answer?

As you come to each question you will have a choice of selecting “save answer” or “flag question.” If you select “save answer,” you are still able to go back and change your answer at any time before you submit your assessment to the College. If you wish to navigate to a previous question either to review it or to change your answer, click the back button.

Alternatively, if you click on the “Go To” button, you can select any previous question, including ones that you may have flagged. When you have answered all 200 questions, you will also be given an opportunity to review your assessment. The program will take you back to question #1 and you may review as many questions as you like.

Can I select both “save answer” and “flag question?”

No, you must select one or the other. When you click on “flag question,” the program will keep track of it. When you answer your last question, you will be prompted to go back and answer all remaining flagged questions. When you click on “Go To,” your flagged questions will be highlighted in red. In this way you can always return to these questions at any time.

When I log out, will my previous answers be saved?

Yes. When you log out, your progress is saved. When you log back in, the program will take you to where you left off.

If I wish to prepare in advance or need assistance while going through the assessment, does the College have any resources that may help?

The College has prepared a list of resources that may be of assistance, which is available from our website at www.rcdso.org. There is no single source of information to assist you with every question, but you may find these resources helpful. The Practice Enhancement Consultant is also ready to help at any time, whether assisting with technical issues or in suggesting additional resources.

COLLEGE CONTACT

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