

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS

LICENSE CATEGORIES

Restricted License Categories

Restricted licenses may be issued to a person who is registered and who has:
Successfully passed the qualifying component (commonly known as the qualifying exam) of the Physiotherapy Competency Exam and is registered to complete the clinical component within the next 18 months.

Entered a re-entry to practice program recognized by the College.

License with Conditions Categories

Licenses with Conditions may be issued to a person who:

Is licensed to practice as a physical therapist in a province and territory of Canada, and has not completed 1200 hours of physical therapy practice anywhere in the world with the 5 period immediately preceding the date of application OR

Has conditions placed upon their license by the Disciplinary Committee

SUPERVISION MODELS

Restricted License

A supervision agreement with the employer(s) is a condition of a license to practice. On-site supervision and/or consultation in a preceptor/intern model are required for members with a restricted license. The registrant must sign all documents with professional designation followed by the letter "RES" (resident) to indicate the member's license status. Use of Monitoring Tools 1- Standard Chart Audit, Monitoring Tool 2-Physical Therapy Clinical Performance Instrument will be used while a registrant is under a Restricted License.

License with Conditions

1. Those who do not meet the minimum practice hours requirement for licensing.

A supervision agreement with the employer(s) is a condition of a license to practice. On-site supervision and/or consultation in a preceptor/intern model are required for members with a restricted license. The registrant must sign all documents with professional designation followed by the letter "RES" (resident) to indicate the member's license status. Use of Monitoring Tools 1- Standard Chart Audit, Monitoring Tool 2-Physical Therapy Clinical Performance Instrument will be used while registrant is under a License with Conditions as a result of shortage of hours.

2. Disciplined Members

Supervised Practice for a disciplined member will be for a minimum of 6 months to a maximum of 18 months and may take any one or more of the following forms:

- Supervision under a fully licensed physical therapist in a preceptor/intern model- See Monitoring Tool 2- Physical Therapy Clinical Performance Instrument
- Periodic Random Chart Audits performed by a member of the Supervised Practice Committee or their designate- See Monitoring Tool 1-
- Random Telephone polling performed by a member of the Supervised Practice Committee or designate. See Monitoring Tool 3.
- Mentorship Agreement- see guidelines

Mentorship Guidelines for licensed category with Conditions- Disciplined Members.

The Supervised Practice Committee may be utilized by Council to assist a disciplined member that required supervision under a License with Conditions. Conditions will be clearly set forth for the disciplined member and the supervising physical therapist.

Objectives of the Mentorship Program are:

- To facilitate a greater understanding of safety and ethical issues in physical therapy practice
- To promote effective communication between patients, colleagues, and members of the health care team
- To support the member in relation to skills identified through the complaint process
- Guidelines for Mentorship
- The Supervised Practice Committee, on the recommendation of Council, will identify a licensed physical therapist to provide mentorship for a disciplined member.
- The skills of the Mentor will be in relation to the discipline findings against the member
- The physical therapist under mentorship and Mentor provide feedback to Council via the Supervised Practice Committee until the end of the mentorship period.

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS

RESTRICTED LICENSE SUPPORTING DOCUMENTS

Physical therapists who are awaiting completion of the PCE or have not completed 1200 hours of physical therapy practice

A physical therapist as identified above, must comply with specific supervision requirements. The member will be issued a registration number, be able to perform controlled acts, bill for physiotherapy services, complete client records, and be accountable to the College for their actions.

It is the responsibility of the applicant to identify and inform the College of the supervising practicing licensed physical therapist through the submission of the Supervision agreement. (See appendix 1)

A physiotherapist as identified above, can only practice physiotherapy in the department in which he or she holds the appointment, and to the extent required by the teaching, research and service requirements of the appointment. The License expires at the conclusion of that appointment. It is the responsibility of the restricted license and license with conditions physical therapist license holder to inform and present to the College for approval any proposed change to the Supervision Agreement prior to any change occurring.

Responsibilities of the Supervisors and Restricted License and License with Conditions Holders

Both the physical therapist and the supervisor share the responsibility to ensure that both the supervision requirement and the terms, conditions and limitations placed on the license are met. The key responsibilities include:

- Completion of the Supervision Agreement. (appendix 1) This is a one page form that both the applicant and supervisor sign. It must be submitted with the original application form for licensure with SCPT.
- Signing documents with “RES” (for resident) designation until fully licensed.
- Supervision of the registrant 50% of their working time until the registrant becomes fully licensed. Supervision will be a combination of direct and indirect. Direct supervision is defined as onsite and available to observe the registrant. The Supervisor must provide 20% direct supervision for a minimum of three months. If the chart audits (Tool 1) and Physical Therapy Clinical Performance Instrument (Tool 2) meet entry-level requirements, then supervision may become indirect. Indirect supervision is defined as available by telephone, fax or e-mail.
- The chart audit (Tool 1) will be used a minimum of 3 months under the following guidelines:
 - 2 charts per week for the first 4 weeks. If no concerns are identified in the initial 4 week period, then
 - 2 charts every two weeks for the next 8 weeks, or
 - Until the Registrant becomes fully licensed.
- Use of the Physical Therapy Clinical Performance Instrument (Monitoring Tool 2) at the three month period. If all areas are designated as “entry levels” then no repeat is required. If any areas were not at “entry level” the tools would be utilized again at three-month intervals until the Registrant becomes fully licensed.

- The supervisor has an obligation to inform the College of any act of professional misconduct or incompetence by the license holder if that individual leaves their employment.
- The Registrant and the supervisor must liaise with the College as appropriate.

NOTE: The College recognizes that monitoring will vary with the nature of the employment setting, the job description, available resources and delivery models. The College believes that these factors influence the rigor with which a supervisor must provide supervision and evaluate the minimum competence of the restricted license holder. The ultimate goal of monitoring must be to ensure that the delivery of physical therapy services are safe, effective and that there is no undue risk of harm to the public.

Physical Therapist Supervision Agreement & Plan

The Supervision Agreement (see Appendix 1) is an integral component of the application form and acts as the agreement between the applicant, supervisor and college. The agreement must be completed, signed by both the Registrant and the supervisor, dated and forwarded to the College with the application form. The Supervision Agreement is a condition under which the restricted license is granted. The Supervisor is indicating that they will take responsibility for ensuring all aspects of the agreement are completed. It is acceptable for more than one licensed physical therapist to participate in meeting the supervision requirements. **All supervisors should sign the agreement.**

A written supervision plan must be developed and should be kept in the employment file of the Restricted Practice holder. The plan must address:

- Mechanism of supervision
- Mechanism of monitoring applicant performance
- Mechanism to be used to provide personal intervention

The College does not require a copy of the supervision plan; however, the plan must be available to be provided to the College on request. (See sample plan)

The College will provide the Supervisor with the Chart Audit (Tool 1) and Physical Therapy Clinical Performance Instrument (Tool 2) form for recording applicant performance.

SASKATCHEWAN COLLEGE OF PHYSICAL THERAPIST

LICENSE WITH CONDITIONS-SUPPORTING DOCUMENTS

Intended for a candidate who is licensed to practice as a physical therapist in a province and or territory of Canada, and has not completed 1200 hours of physical therapy practice anywhere in the world within the 5 year period immediately preceding the date of application (referred to as conditional licensee-**shortage of hour candidate**) OR
Has conditions placed upon their license by the Discipline Committee. (**Disciplined candidate**)

License with Conditions –Shortage of Hours Candidate

The Executive Director will present the application and information on the shortage of hours Candidate to the Registration Committee who will recommend:

- the requirement of the shortage of hours program including number of hours of supervised clinical practice, (see calculation of practice hours guidelines)
- particular areas of practice, and
- Time allowed for the completion of the process.

Note: It is recommended that a shortage of hours candidate perform a minimum of 500 hours of supervised practice.

The shortage of hours candidate must seek appropriate placements and plan the supervision contract with a licensed physical therapist. Supervision Agreement of a restricted license candidate will apply to a shortage of hours candidate including

- supervision,
- Signing of all documents with professional title followed by “RES”
- use of the Chart Audit (Tool 1) and
- Achievement of “entry level standard” in the Physical Therapy Clinical Performance Instrument.

Note : Please refer to the supervised practice guidelines on shortage of hours

Disciplined Candidate

Supervised Practice for a disciplined member will be for a minimum of 6 months to a maximum of 18 months. The Terms of the Supervision and limitations of the practice will be established based on the recommendations of the Discipline committee.