



## Practice Based Competency Assessment Supervisor Role & Interview Process

The Exam Candidate's Supervisor plays a key role in fostering the skills, experience and knowledge required to attain Entry Level Competence, ultimately culminating in the granting of a full active practice license.

The candidates' readiness for full active practice licensure will be determined by the outcome of an assessment of competence using the following four items, weighted as shown:

1. Candidate Interview: 35%
2. Supervisor Assessment (ACP form (15%) and Interview (20%)): 35%
3. Chart Audit: 25%
4. Practice Reflection: 5%

Candidates must pass 3 of the 4 components AND have an overall score of 80% or higher for an overall pass to obtain their active practice license.

### Supervisor Role & Interview Process:

The following information highlights key roles and responsibilities of the Supervisor.

#### 1) Role

- The supervisor of an Exam Candidate:
  - Is expected to accurately, diligently and honestly complete the ACP form at the intervals required. Comments for each item being assessed are vital to the Practice Based Competency Assessment (PBCA), particularly for any items not meeting entry level benchmarks.
  - Is required to participate in the PBCA of the exam candidate once the period of supervised practice is completed and participate in an interview with the College Evaluator.
  - Will assist in selecting and providing charts that meet the requirements for the chart audit process of the PBCA evaluation.
  - Will observe, assess, score and report entry level skills accurately
  - Will report any accolades, concerns or remediation requirements pertaining to the exam candidate to the employer and the College.
  - Will remediate any issues with exam candidate's clinical skills, knowledge or professional practice immediately and also notify the



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College of concerns that cannot be remediated at the employment level.

- Will maintain confidentiality of all PBCA documents or assessment materials.
- Will submit required ACP assessment forms once completed and reviewed with applicant.

### 2) Conflict of Interest (COI)

- Supervisors will receive communication from the College regarding the evaluator assigned to the supervisee. The evaluator will be a PT trained in the PBCA program.
- Supervisors will be asked to declare any conflict of interest with the evaluator prior to proceeding with the Interview component. The evaluator will likewise be asked to declare any conflict of interest from their perspective prior to proceeding.
- COI's resulting in need for review and potential reassignment may result in short delays in processing but every effort will be made to work expeditiously at completing the evaluation in a timely fashion.

### 3) Scheduling the Interview

- Once an evaluator match has been made, the evaluator or CPM staff will initiate contact to schedule an interview. The evaluator will be using the email address provided by the supervisee or entered in the supervisors CPM profile as the "primary" email. Please ensure that this is a current email address and any changes to contact information are updated with the College.
- The Evaluator/CPM staff will work to establish a mutually agreeable interview time preferably within 1-week window of making contact.
- The interviews will be completed in-person or virtually using a video conference platform and in either case will be recorded by the Evaluator. Supervisors MAY NOT record any part of the interview and must keep all printed, verbal and audio information confidential.
- The interviews will take approximately 1 hour to complete, please plan an appropriate amount of time for the interview to avoid rushing.
- Concerns about supervisee/exam candidate must be brought to the attention of the employer and the College in a timely fashion. DO NOT wait until the



PBCA interview to notify the College. Earliest remediation is best.

#### 4) Interview Overview

- The supervisor will be asked general performance questions about any elements not already addressed in other tools and their perception of the applicant's competence at Entry Level.
- This interview is NOT meant to review the ACP forms submitted
- The areas that will be covered include Professionalism, Ethics, Communication and Documentation. Further information will be asked about the supervision timeline including any alternate reviews/assessments of the applicant completed in the workplace (beyond the ACP) and mentorship provided.

#### 5) Interview General Information

- On the day of the interview, log into the video conference application or arrive at least 5 minutes prior to the scheduled start time for the interview.
- Be sure to test audio and video prior to beginning a virtual meeting.
- The Evaluator will complete the interview but cannot provide you with any information regarding the outcome of the assessment process.
- Turn off cellular devices during the interview to minimize distractions and maintain attention.

#### 6) After the Interview

- The interview results will be taken into consideration along with all of the other requirements of the PBCA process.
- The Evaluator will review and score each component of the evaluation and make a recommendation to the CPM Board of Assessors Committee regarding licensure based on the cumulative score of all components of the assessment.
- The College will notify the candidate and their employer, in writing of the outcome of the PBCA evaluation.