



Practice Reflection Submission Process:

1) Practice Reflection Expectation:

Practice Based Competency Assessment (PBCA) applicants will be required to complete an online Practice Reflection Submission at the close of a minimum of 6 months supervised practice and 1200 practice hours during that supervisory period as part of the application for transfer to full licensure via the Practice Based Competency Assessment (PBCA).

The following information is provided at the commencement of the PBCA process so that applicants can consider and plan their goal during the supervised practice period. The Practice Reflection will form an evaluated component of the PBCA for full licensure. The Practice Reflection is the same as that used in the ongoing Continuing Competency Program which is submitted annually at the time of registration/renewal. This evaluation for the PBCA program is unique from that of the Continuing Competence Program.

2) Practice Reflection Goal:

Purpose: To promote self-assessment, professional accountability and reflection on one's practice to facilitate continuous improvement in the quality of professional performance and life-long learning.

The Practice Reflection component allows physiotherapists to demonstrate that they:

- are competent practitioners
- engage in continuing professional development activities
- are motivated and self-directed in increasing knowledge and/or skills
- promote and ensure ethical standards in practice
- adapt practice as required to maintain competency, and
- are committed to continue learning for the duration of a career in physiotherapy.

The Practice Reflection Submission is retrospective in nature. The applicant will report on a learning opportunity or pre-determined goal established during their supervised practice period. The form is broken into different sections including; a goal statement, identifying service users, identifying learning activities and resources utilized and two reflective portions looking at impact on practice and service users as well as reflection on the learning resources utilized.

3) Completing the Practice Reflection Submission Form

Although the evaluation of the submission for the PBCA is different from that of the Continuing Competency Program, the instructions for completion of the form remain the same. For instruction on how to complete the form please review the Practice Reflection Submission Resources through the Member Portal on the CPM website. If you are unsure how to access the Member Portal instructions to

access the resources were published in the March 2022 newsletter pages 13-14 which can be accessed [here](#).

4) Practice Reflection form Submission

Practice Reflections will be submitted using the Registrant Portal of CPM. The submissions may be shared with and evaluated by the evaluator assigned to your application or by CPM staff. The submission must be completed at the latest within the 4-week period provided for collection and submission of other PBCA required documentation.

To access the submission form online:

1. Log into the **Registrant Portal** here: [CPM Member Portal](#)
2. On the left side menu, select "My Learning"
3. Select the Appropriate Year (labelled as "Registration Year")
4. A blank Practice Reflection Submission form will open. You must complete all sections to be able to submit the form. This includes the mandatory minimum of 3 Learning Activities/Resources. If you have not completed the form, you can save the form and continue at a later time. To ensure the form is available for review, you must click **SUBMIT**.

Contact the CPM office if you have any issues with this process.

5) Practice Reflection Submission Evaluation

The reflection will be evaluated using an objective assessment tool. The tool specifically evaluates for:

- Completeness (SMART principles) and relation to Physiotherapy practice
- Clarity
- Identification of range of service users
- Variety and quality of activities undertaken to achieve the goal
- Reflection on learning and impact on service users