College of Physiotherapists of Manitoba

Practice Based Competency Assessment
Applicant Information

Applicant Role, Interview Process and Chart Audit Requirements:

The following information highlights key roles and responsibilities of the applicant. For more information on the PBCA process, eligibility requirements and scoring, please review the *Practice Based Competency Assessment Summary* sheet.

1) Role

- The Exam Candidate:
    - Will ensure the application submitted is **COMPLETE** including all associated documentation: Verified Practice Hours from all employers, most recent ACP is on file at the College. If any of these elements is missing or Incomplete, the application will not be processed, and it will be the Exam Candidate's responsibility to resubmit all documentation once complete.
    - Will ensure all Supervisors are aware the application for the PBCA has been submitted and that the Supervisor(s) will receive communication from CPM/the assigned Evaluator
    - Will ensure that they will be available to book the required interview within a two-week span of the application being approved and conflict cleared based on the Evaluator's availability.
    - Will ensure that all related documentation is submitted by the deadlines provided: deidentified charts, Practice Reflection Submission form (online)
    - M**ust** pay the associated fee for the PBCA clinical assessment prior to initiating the PBCA program. (fee dependent on year applying – posted on website/application form)

- Conflict of Interest (COI)
    - Applicants will receive communication from the College regarding the evaluator assigned to their evaluation. The evaluator will be a PT trained in the PBCA program.
    - Applicants 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.

2) The Interview Process and Expectations
   - 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 applicant or entered in the related 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. Applicants MAY NOT record any part of the interview and must keep all printed, verbal and audio information confidential.
     - The interviews will take up to **2 hours** to complete, please plan an appropriate amount of time for the interview to avoid rushing.
   - Interview Overview

     In preparation for the interview, applicants are encouraged to recall scenarios that address the following competencies:
     - informed consent,
     - patient safety,
     - physical therapy assessment,
     - professional boundaries,
     - professional ethics,
     - use of external feedback,
     - delegation of tasks and
     - record keeping.

Questions are broadly worded and responses will be assessed on the content of answers, communication skills and portrayal as a professional. Evaluators will be observing for certain elements in each category that demonstrate competent knowledge.

- 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.

3) Chart Audit Information and Requirements

Charts will be audited using a standardized tool based on the applicable practice standards including, but not limited to:

- Record Keeping
- Informed Consent
- Documentation of assessment findings
- Communication
- Collaboration
- Treatment

The applicant will furnish the evaluator with copies of **3 COMPLETE charts** selected in consultation with the practice supervisor. Choices should include charts containing **all the following elements**:

- an assessment
- follow-up / progress notes
- discharge summary
- evidence of consultation or communication with another practitioner, if possible
- a variety of conditions (do not choose 3 of the same condition)

If charts are being sent offsite for review, they should be de-identified while retaining evidence that identifiers were present before redacting.

If charts are required from a past employer and the applicant requires assistance in accessing the charts, it is up to the applicant to notify the College.