

# Physiotherapists' Guide to Supervision of Examination Candidates



As of June 20, 2022, the College of Physiotherapists of Manitoba (CPM) requires all Examination Candidate registrants to practice under the supervision of a registered physiotherapist until the Examination Candidate has successfully completed a Clinical Evaluation. In Manitoba, Council has approved successful completion of the CPM Practice Based Competency Assessment (PBCA) as a Clinical Evaluation for Examination Candidates to convert to the Active Practice register. Additional Clinical Evaluations approved include the Physiotherapy Competency Examination Clinical Component administered by the Canadian Alliance of Physiotherapy Regulators, or any other Canadian physiotherapy regulator's clinical competency evaluation for full licensure.

Registration on the Examination Candidate register may not exceed two years or three failed Clinical Evaluation attempts, whichever comes first. A clinical evaluation attempt is any combination of Manitoba's PBCA, the Physiotherapy Competency Exam Clinical Component administered by the Canadian Alliance of Physiotherapy Regulators (CAPR) (currently unavailable), or any other Canadian physiotherapy regulator's clinical competency evaluation for full licensure. Please see Registration and Licensing Directions 3.3 Registration on the Examination Candidate Register, 3.8 Approved Entry-to-Practice Examination, and 3.20 Supervised Practice for Examination Candidates for further details.

The Supervised Practice model for new physiotherapy graduates is the standardized model for new graduates in most provinces across Canada. It is also used in other professions. Supervising new physiotherapy graduates helps to ensure public protection and assists the new graduate in preparing for the Clinical Evaluation.

## DEFINITION:

Clinical supervision is a formal process of professional support and learning which enables individual practitioners to develop knowledge and competence, assume responsibility for their own practice, and enhance consumer protection and the safety of care in complex clinical situations. According to the British Chartered Society of Physiotherapy, one of the principles of clinical supervision is that it involves a supervisor and a practitioner or group of practitioners reflecting on and critically evaluating practice.<sup>1</sup>

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<sup>1</sup> *Supervision in Physiotherapy Regulatory Entry to Practice Matters Project*. Final Summary Report p. 7 Draft June 8, 2012.

## **DURATION OF SUPERVISION**

Supervision must be in place until the Examination Candidate has passed the Clinical Evaluation and converted their license to Active. The Exam Candidate may apply to the PBCA program after they have been on the Exam Candidate register for a minimum of 6 months and have achieved 1200 verifiable supervised practice hours.

## **SUPERVISOR CRITERIA:**

The supervising physiotherapist must:

- Be registered as a physiotherapist in Manitoba
- Hold an unrestricted license (e.g., not be subject to any fitness to practice proceedings or orders)
- Have no conflict of interest (e.g., no relationship to the Examination Candidate)
- Have a minimum of 3 years of experience in independent practice in Canada (i.e., equivalent to three years on the Active Practice Register)
- Be able to assess the quality of work performed (e.g., be working in the same area of practice)
- Have the same employer and work at the same physical location as the Examination Candidate
- Have a maximum of three exam candidates under their supervision at any given time

When the College considers a proposed Practice Supervisor, it takes that person's history with the College into account. For example, the College will note whether the proposed Practice Supervisor:

- Is the subject of an investigation.
- Is involved in remedial activities directed by the College.
- Has a history of practice concerns.

Note: The final decision regarding the Supervisor, proposed Supervision plan and site rests with CPM and the Board of Assessors and is made on a case by case basis considering what is in the public's best interest and what is reasonable considering the service delivery environment/model.

Please review the Supervision Agreement for additional roles and responsibilities expected of a supervisor. This document must be reviewed in detail, signed, and submitted along with the Supervision Plan prior to the Examination Candidate initiating supervised practice.

## **EVALUATION/MONITORING:**

The Examination Candidate may have more than one supervisor at one physical location (up to a maximum of three) as long as there is one supervisor with the primary responsibility for formal evaluations. The supervisor must assess the Examination Candidate after a minimum of 10 full days of supervised clinical practice or the equivalent if part-time. The purpose of this evaluation is to determine the appropriate level of supervision required. The Initial Clinical Performance Tool developed by CPM is

used for this evaluation. The completed tool must be sent to CPM following this assessment for the Examination Candidate’s file.

A formal evaluation using the Assessment of Clinical Practice (ACP) tool must be conducted every three months with the last evaluation occurring within four weeks of the Examination Candidate applying for the PBCA. A copy of all ACP evaluations must be sent to CPM for review as the Board of Assessors monitors the evaluations. Performance issues should be reported to CPM at any time.

### HOW DOES A SUPERVISOR MANAGE A CONCERN ABOUT A SUPERVISEE’S PERFORMANCE?

<p>Together the supervisor and supervisee develop corrective measures and document it in a formal plan. The corrective measures include specific goals and timelines. Supervisor reevaluates and adjusts, if necessary, the supervision strategies (i.e., direct observation vs. discussions with supervisee) necessary to ensure the provision of competent, quality, and ethical physiotherapy.</p>		
<p><b>IMPROVEMENT</b></p>	<p><b>SOME IMPROVEMENT</b></p>	<p><b>NO IMPROVEMENT</b></p>
<p>Supervisee makes necessary changes such that the supervisor’s concerns are alleviated. Supervisor and supervisee discuss ongoing supervision strategies. Supervisor monitors supervisee’s performance.</p>	<p>Supervisee’s practice improves but not to the level expected. Supervisor reviews plan with supervisee and makes changes if necessary. The revised plan is documented, and supervisee informed of consequences if practice does not improve.</p> <p><b>Supervisee’s practice improves</b> – supervisor and supervisee discuss ongoing supervision strategies. Supervisor monitors supervisee’s performance.</p>	<p>Supervisor discusses concerns with and seeks advice/guidance from employer and/or College. Supervisor reviews plan with supervisee and makes changes if necessary. The revised plan is documented, and supervisee is informed of consequences if practice does not improve.</p> <p><b>Still no improvement</b> - supervisor exercises authority to withdraw from supervisory role after advising organization with authority over supervisee (e.g., employer or College).</p>

## LEVELS OF SUPERVISION

The purpose of the evaluations throughout the supervisory period is to both allow the supervisor to provide accurate evaluation of the Examination Candidate's practice as well as modifying the level of supervision and the supervision plan as the Examination Candidate progresses over time. The Examination Candidate should progress such that the level of supervision is able to decrease over time. It is important to remember that the Examination Candidate is never working as an independent practitioner during Supervised Practice but may be able to move to more indirect supervision over time. The levels of supervision can be described as below:

### Starting Level - The Supervisor takes responsibility for patient care.

The Supervisor must be present on site when the Examination Candidate is providing patient care. The supervisee must consult initially with the supervisor about the management of each patient before providing care.

### Second Level - The Supervisor and Supervisee share responsibility for individual patients.

The supervisor must be physically present at the workplace a majority of the time the supervisee is providing care. If not present, they must be available through phone or virtual means. The supervisee must update the supervisor at regular intervals regarding patients. The Supervisor must make alternative arrangements when they are temporarily unavailable.

### Third Level - The Examination Candidate takes primary responsibility for their practice.

The supervisor must continue to evaluate the supervisee's practice. This may include chart audits or case reviews. The Supervisee is able to work under indirect supervision as long as the supervisor is available by phone or virtual means.

## **SUPERVISION APPROACH AND RESPONSIBILITIES:**

The supervision approach ensures safe delivery of physiotherapy services and the prevention of any undue risk of harm to the public. Since the Examination Candidate has not yet been deemed fully competent to practice independently, it is the supervisor's responsibility to monitor the activities of the Examination Candidate using both direct and indirect observation. It is also the responsibility of the supervisor to assess the Examination Candidate within the first few weeks of supervised practice to determine an appropriate supervision plan going forward. An Examination Candidate cannot be moved to indirect supervision unless this has been determined using the Initial Clinical Performance Tool.

The specific methods and level of supervision will vary depending on the supervisor's initial and ongoing assessments of the Examination Candidate's level of competency. Examples of methods of supervision can include:

- Direct observation
- Indirect observation
- Chart audits
- Meetings
- Case reviews
- Feedback from peers and other team members

After the Examination Candidate has been deemed safe to practice with indirect supervision by the primary supervisor, availability by telecommunication (e.g., Zoom conferencing) may be considered in certain circumstances such as remote locations.

## **RESPONSIBILITY OF THE SUPERVISOR:**

The supervisor must:

- make arrangements for supervision when they are not available
- ensure employer comprehension and acceptance of professional obligations regarding supervision
- notify CPM when changes in supervisor must be made
- report to CPM when there are issues of incompetence or misconduct
- complete and submit the evaluations and forms as required

## **RESPONSIBILITIES OF THE EXAMINATION CANDIDATE:**

The Examination Candidate may be working in either a part-time or full-time position.

The Examination Candidate is accountable for:

- Maintaining current liability insurance coverage
- Notifying CPM of a permanent change in the primary supervisor
- Obtaining informed consent from the clients/patients for their involvement in the patient's treatment
- Identifying themselves as a Physiotherapy Examination Candidate verbally and in writing as well as on all advertisements/social media as per Practice Direction 4.23 Use of Title and Credentials.

## **WHAT HAPPENS IF THE EXAMINATION CANDIDATE FAILS THE CLINICAL EVALUATION?**

Registration on the Examination Candidate register may not exceed two years or three failed Clinical Evaluation attempts, whichever comes first. A clinical evaluation attempt is any combination of Manitoba's PBCA, the Physiotherapy Competency Exam Clinical Component administered by the Canadian Alliance of Physiotherapy Regulators (CAPR) (currently unavailable), or any other Canadian physiotherapy regulator's clinical competency evaluation for full licensure.

The supervising physiotherapist will be asked to continue to conduct ACP evaluations on the Examination Candidate every three months until the Examination Candidate passes a clinical evaluation, including the PBCA, and transfers to the Active register or until registration on the Exam Candidate register is cancelled. These evaluations must be sent to CPM.

### **CONCLUSION:**

Supervised practice protects the Manitoba public while at the same time, allowing Examination Candidates to improve their skills and bridge the gap between completing their physiotherapy education program and becoming independent practitioners.