

REGISTRATION AND LICENSING DIRECTION

Current and updated as of: October 25, 2023

3.25 Practice Based Competency Assessment Program

Purpose:

In June 2022, CPM Council approved the Practice Based Competency Assessment Program (PBCA) as an alternative Clinical Evaluation in the absence of the clinical component of the national exam. CPM adapted tools and processes originally developed by the Saskatchewan College of Physiotherapists for the same purpose.

The PBCA offers an objective assessment of entry to practice competence across several domains. The evaluation consists of the following components: a review of submitted ACP forms; chart audits; an interview with the candidate; an interview with the supervisor(s); and an evaluation of a practice reflection. Scores are based on standardized expectations, criteria and outcomes.

Policy:

An Examination Candidate must meet the following criteria in order to apply to the PBCA program:

- Be registered on the Examination Candidate register in Manitoba for a minimum of 6 months
- Have successfully completed 1200 verifiable hours of supervised practice in Manitoba
- Cannot have any outstanding complaints or unresolved discipline proceedings

Candidates are permitted a total of 3 attempts at a Clinical Evaluation (i.e., the PBCA) within a 2-year time frame on the Exam Candidate Register. For further details on what is considered a Clinical Evaluation attempt please see Registration and Licensing Direction *3.8 Approved Entry-to- Practice Examination*.

Application for the PBCA:

1. Applicants meeting the eligibility criteria will submit required information to CPM office for processing.
2. CPM will verify the application and applicant eligibility. Ineligible applicants will be informed in writing by CPM. Eligible applicants will be asked to submit additional supporting documents for assessment.

Evaluation Processing

1. Eligible applicants will be assigned their PBCA evaluator(s) and all parties will be asked to declare any potential conflicts of interest.

2. After conflict-of-interest provisions are satisfied, the contact information and application documents pertaining to the applicant and their supervisor(s) will be released to the evaluator(s). Applicant and Supervisor interviews will be scheduled.
3. The current or most recent supervisor listed on the supervisory agreement who has completed the ACP forms is deemed the principal supervisor for participation in the Competency Assessment activities.
4. If the current supervisory agreement has been in place for less than 6 weeks, then the supervisor listed on the prior supervisory agreement will be asked to participate.
5. The evaluator may contact other supervisors at their discretion.
6. The applicant will be provided with instructions to submit the required documents for PBCA within a specified time period.
7. Once the evaluations are complete, the Board of Assessors (BOA) will make the final decision on provision of active licensure or remedial action.
8. The applicant will be contacted regarding the outcome of their assessment.
9. Remediation requirements for unsuccessful candidates will be determined by the BOA in conjunction with the Evaluators and Registrar or designate.

Scoring:

Candidates must pass 3 of the 4 components AND have an overall score of 80% or higher for an overall pass.

Components and Weighting:

- Candidate Interview: 35%
- Supervisor Assessment: 35% (Interview – 20%; ACP – 15%)
- Chart Audit: 25%
- Reflective Practice Submission: 5%

Procedures for Unsuccessful Applications

1. Should an applicant be unsuccessful in meeting the requirements of the Practice Based Competency Assessment for licensure on their first attempt:
 - a. The applicant may choose to appeal the BOA decision to Council.
 - b. The applicant may choose to undertake the BOA recommended remediation plan and reapply for PBCA after remediation is complete.
 - c. The BOA may grant a license with conditions rather than a remediation plan with specific requirements to be met for conditions to be lifted and full licensure to be granted.

The Examination Candidate can maintain their registration on the Examination Candidate Register, practicing under the supervision of a qualified physiotherapist, for up to two years from the time they register on the Exam Candidate Register and through three attempts at a Clinical Evaluation whichever comes first. BOA may grant an extension of the Exam Candidate licensure.

PBCA Evaluator Selection and Utilization

The College shall contract Evaluators to conduct the Practice Based Competency Assessment.

The College will maintain a roster of qualified Evaluators for the Practice Based Competency Assessment Program. The evaluations will be completed within a set time frame and submitted to the College.

1) Applications for the PBCA Evaluator role will be screened by the Deputy Registrar/Registrar against set criteria. The selection process will include a review of references as well as an interview.

To be considered as a potential Evaluator, the ideal individual should:

- a. Be registered or recently registered with the College of Physiotherapists of Manitoba;
- b. Be a member in good standing with CPM;
- c. Have a minimum of 5 years of experience;
- d. Demonstrate excellent interpersonal and communication skills. Prior evaluation experience is preferred;
- e. Be able to commit to a minimum one-year renewable appointment as a temporary worker to meet seasonal or short-term workload;

The individual should NOT:

- f. Concurrently be supervising an Examination Candidate;
 - g. Currently be an employee (either full time or part time) with the faculty at the University of Manitoba, College of Rehabilitation Sciences (not including sessional staff or lecturers) or a CPM staff or a member of Council or the Board of Assessors;
 - h. Have had an Inquiry Committee finding against them; and
 - i. Currently have an open complaint or an unresolved disciplinary undertaking.
- 2) Evaluators will be appointed by the Registrar for a short-term contract.
 - 3) An orientation and training program will be provided by the College and will be mandatory for all Evaluators prior to assigning assessments.
 - 4) Should the Evaluator's appointment be terminated, a written explanation will be provided.
 - 5) Evaluators will be remunerated on a flat fee unless otherwise agreed. This rate will be set and reviewed by the College on an annual basis. Travel expenses related to audits will be reimbursed by the College according to current College policies.
 - 6) Evaluators must sign a confidentiality agreement.