

Practice Hours Guideline

Purpose:

This document provides further guidance regarding physiotherapy practice hours including what activities can be used to accrue hours as well as how to calculate practice hours.

Guideline:

The Registrar, their designate, or Board of Assessors may request verification of practice hours for any registrant holding an Active license with the College, a registrant requesting re-entry to the profession following an extended leave or if requesting the Board of Assessors consider a position for accrual of Practice Hours. It is the responsibility of the individual physiotherapist to maintain a record of all hours and have access to documentation to verify these hours when requested.

Who can accrue Practice Hours?

- Physiotherapists (Active and Examination Candidates) practicing physiotherapy in Manitoba in accordance with the College's Practice Direction, Code of Ethics and related legislation.
- A Manitoba Physiotherapists registered in another jurisdiction in Canada as well as in Manitoba can also accrue Practice Hours.
- Physiotherapists practicing physiotherapy outside of Canada where it is a regulated profession, and the physiotherapist is registered with the regulator to practice physiotherapy and to accrue practice hours.

What counts as Practice Hours?

- Paid Work Hours- inclusive of hours worked related to physiotherapy practice.
 - For registrants in an employee/employer category, hours include all worked hours (including over time, travel time (within reason), preparation and service provision) for which the registrant is scheduled/approved and recognized as having worked.
 - For registrants who are self-employed, hours include all worked hours (including travel time, preparation and service provision)
 - Included in paid work hours are clinical activities (direct patient care) and well as non-clinical activities (i.e. administration, education, teaching, management, consultation, research/academia/authorship, infection control, health promotion).

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- Verified Unpaid Education Hours – education and professional development hours can be counted towards the hours required to maintain a license. These activities may include conferences, formal continuing education hours, workshops, seminars, rounds, in-service education deemed necessary to maintain or improve job skills directly related to physiotherapy. **No more than 30 education hours per year up to a maximum of 150 hours/5 years of verified unpaid education hours will be accepted towards the 1200 hour requirement for licensure.**
- Verified Unpaid Volunteer Hours – activities that would result in the physiotherapist receiving honorariums or stipends outside of normal paid employment are acceptable as unpaid hours if the hours are completed while performing research/authorship, educational/consultation activities, working with a sports team, meetings/activities/events associated with a professional association or the College. **No more than 30 unpaid volunteer hours up to a maximum of 150 hours/5 years will be accepted towards the 1200 hour requirement for licensure.**

What does not qualify as Practice Hours?

- Physiotherapy clinical practice refers to services provided to human clients, therefore hours spent providing rehabilitation to animals does not qualify.
- Vacation hours, statutory holidays, leave of absence (illness, parental), continuing education and courses if not verified or above the allowed limit, and on-call time if not called in to work do not qualify as Practice Hours.

What dates do you use to count Practice Hours?

- Practice Hours are counted as per the registration year from February 1 to January 31.

What happens if you do not have sufficient Practice Hours?

- It is a registrant's responsibility to ensure they meet the practice hours requirement.
- Registrants with low practice hours (includes some hours in the last 5 years but is below 1200) will be referred to the Board of Assessors for review prior to renewal.
- Individuals who have been away from physiotherapy practice, and do not have the minimum of 1200 practice hours in the preceding 5 years will be referred to the Board of Assessors for review and possible recommendation for Re-Entry.

Calculating Practice Hours

Total Practice Hours = Number of hours worked per week X weeks worked= _____

= _____ (from above) + overtime hours _____ + unpaid volunteer/verified education hours _____

= _____ – vacation time _____ – sick time _____ – statutory holidays _____

= _____ (estimated Practice Hours)

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Practice Hour Calculation Example:

Total Practice Hours = Number of hours worked per week X weeks worked= **1950**
(7.5 X 5 = 37.5) (52 weeks)

= **1950** (from above) + overtime hours (**0**) +verified education hours (**10**)

= **1960** – vacation time **150** hours – sick time **22.5** hours – statutory days **82.5** hours
(4 weeks) (3 days) (11 days)

= **1705** (estimated Practice Hours)

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