

## REGISTRATION AND LICENSING DIRECTION

Current and updated as of: June 18, 2024

### 3.10 Practice Hours

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#### **Purpose:**

In order to practice physiotherapy in Manitoba, an individual must be registered with the College of Physiotherapists of Manitoba (CPM). *The Physiotherapists Act* requires that registrants who wish to maintain their registration on, or transfer to, the Active Practice Register, show evidence of a minimum of 1200 hours of physiotherapy practice hours in the five years preceding the year for which the person seeks Active Practice registration.

A practice hour requirement is used by all provincial physiotherapy regulators and is consistent across the country. Each regulator has signed a Mutual Recognition Agreement which states that 1200 hours of physiotherapy practice over the preceding five years is a registration and renewal requirement for each province.

Practice Hours can be defined as paid and professional activity hours spent in physiotherapy practice or other activities resulting from possessing physiotherapy credentials and experience. Practice hours are a reflection of practice experience. Practice hours are also a component of health human resources data. CPM reports practice hours to CIHI annually where they are aggregated nationally.

Registrants who are renewing their annual Active Practice Registration are required to provide CPM with their practice hours for the past year or those changing Registers are asked to provide evidence of practice hours from their past employers.

The practice hour requirement is one tool used by the College to assure a registrant's currency within the profession and to assure the public that registrants are competent and safe to practice. Other tools, such as components of the Continuing Competency Program, including Practice Audits and Practice Reflection submissions are other means used by CPM to assure the competence of the physiotherapist.

The physiotherapy profession has been expanding in recent years and an increasing number of registrants are becoming employed in positions that are not traditional or clinical physiotherapy jobs. Some of these positions require the knowledge, skills, and abilities (competencies) of a physiotherapist but the job title may not be "physiotherapist or physical therapist". As an example, physiotherapists may use similar or related competencies in the role of case manager, manager of a non-physiotherapy related department, or may be undertaking research.

The College has developed a set of principles and criteria in order to balance its mandate to assure the competence of its registrants and to accommodate the expansion of the profession.

**Policy:**

1. The College recognizes that the scope of physiotherapy practice can be described as assessment and treatment of the body by physical or mechanical means for the purpose of restoring, maintaining or promoting physical function, mobility or health or to relieve pain. The practice of physiotherapy may encompass clinical areas of practice, education, administration, health promotion and research.
2. Physiotherapy may encompass paid or unpaid work and both can be included in the practice hour count. Unpaid work hours must be verifiable by someone in a senior position to the physiotherapist. No more than 30 hours per year to a maximum of 150 hours per 5 years of unpaid volunteer hours will be accepted towards the 1200 hours required for licensure.
3. A job position which uses the title “physiotherapist” and or “physical therapist” is an acceptable position for counting practice hours.
4. A job position which does not use the “physiotherapist/physical therapist” job title but which advertises the position as requiring a physiotherapy education or credential (such as other similar health care related titles such as Occupational Therapist or Social Worker), is also acceptable for counting practice hours.
5. A job posting that requires the knowledge skills, abilities and attitudes of a physiotherapist is also acceptable for accruing practice hours. However, it will be incumbent upon the physiotherapist to provide written evidence that the position meets the criteria or principles for determining whether the job position can collect practice hours.
6. There is an expectation found in the Code of Ethics that physiotherapists will practice only in the areas of their competence, that they will maintain their competence in the area they practice in and that it is a professional responsibility to undertake continuing education to maintain or improve their skills.
7. Physiotherapy practice hours may be transferred from another province/country to Manitoba. The hours must be verified by the former employer(s) on the form provided and submitted at renewal. Self-reported hours will not be accepted.
8. Practice hours cannot be accrued on a non-practicing register, such as the Inactive Register.
9. A physiotherapist who does not meet this requirement has not practiced enough to remain current, regardless of the reason. Registration renewal requirements must be applied consistently to all registrants.

**Criteria and Procedure:**

1. In a situation where there is a question about whether a person’s job position falls within the scope of physiotherapy practice and can be used toward the accumulation of practice hours, the person will be asked to provide written evidence to the Board of Assessors outlining the job description and presenting a case for inclusion of practice hours using the Recognition of Physiotherapy Practice – Position Description Template.

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2. The Board of Assessors may also review as evidence a professional portfolio which provides clarification of work responsibilities, work/practice hours and educational activities.
3. Continuing education hours may be used to accumulate practice hours. Home reading and self-study are expected behaviors and are not verifiable so will not be used in accumulating practice hours. No more than 30 hours per year to a maximum of 150 hours per 5 years of verified unpaid education hours will be accepted towards the 1200 hours required for licensure.
4. The College will keep a record of registrants self-reported practice hours. In situations where the practice hours are low or do not meet the basic minimum of 1200 hours, the Board of Assessors will notify the physiotherapist in writing.
5. Verified Practice Hours will be requested using the *Request for Verification of Practice Hours* form at the request of the Board of Assessors when looking at low practice hours, anomalies in self-reported hours or as required as part of the renewal/registration process.
6. The Board of Assessors will use its discretion in a fair way when accepting or disallowing practice hours. It is the responsibility of registrants to keep an updated and ongoing record of their practice hours.