

# 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 attempts at any Clinical Evaluation, 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 successfully passed a Clinical Evaluation and converted their license to Active. If the Examination Candidate intends to apply for the PBCA program, they must apply once they meet the listed requirements (they have been on the Exam Candidate register for a minimum of 6 months and have accrued 1200 verifiable supervised practice hours) as outlined in the Regulation 6(3).

## **SUPERVISOR CRITERIA:**

The supervising physiotherapist must:

- Be registered as a physiotherapist in Manitoba on the Active Practice Register.
- Hold an unrestricted license (e.g., not be subject to any conditions on their license or subject to fitness to practice proceedings or orders).
- Have no conflict of interest (e.g., no relationship to the Examination Candidate).
- Have a minimum of two years of experience in independent practice in Canada (i.e., equivalent to two years on the Active Practice Register). If you have questions about this requirement, please contact the College.
- Be able to assess the quality of work performed (e.g., 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 a complaint or an investigation with the College.
- Is involved in remedial activities or undertakings 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 following a minimum of 10 days in direct 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 saved in the Examination Candidate’s file. This tool must be sent to CPM if requested.

A formal evaluation using the Assessment of Clinical Practice (ACP) online tool must be conducted and submitted every 400 practice hours accrued during supervised practice (400, 800, 1200 hours). This value will include hours accrued with all employers, and the hour accrual and timeline for submission of the ACP should be communicated to the supervisor(s) by the Examination Candidate once reached. If there are **significant concerns** related to practice which would put public safety at risk, the supervisor or employer has a duty to report this to the College. This report will be managed through the Complaints process.

### 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 following a minimum of 10 days of direct supervision in clinical practice to determine an appropriate supervision plan going forward. An Examination Candidate should not be moved to indirect supervision unless the safety and competence of the Examination Candidate has been deemed appropriate to do so 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

Availability by telecommunication during direct supervision (e.g., Zoom) may be considered in certain circumstances such as remote/rural 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 of permanent changes in supervisor
- report when there are issues of incompetence or misconduct through the Complaints process.
- complete and submit the evaluations and forms as required.

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

The Examination Candidate is accountable for:

- Their actions and will have the same requirements for liability insurance as a full registrant;
- Notifying CPM of a permanent change in the primary supervisor and/or a change of workplace;
- Track practice hours accrued across all employers and submit self-reported practice hours every 400 practice hours (at 400 practice hours, 800 practice hours, 1200 practice hours) with the corresponding ACP evaluations;
- Communicate with all supervisors the practice hours accrued across all employers to ensure the assessment forms (ACPs) are submitted in a timely manner. If 400 self-reported practice hours are

not completed following 6 months on the Examination Candidate register, the Self-Reported Practice Hour form and ACP will be requested at that time,

- Understanding the terms and conditions imposed on their registration. They will at no time perform any activity or portion thereof as per the conditions on an Examination Candidate license outlined in Registration and Licensing Direction 3.3 Registration on the Examination Candidate Register, and;
- Obtaining informed consent from the clients/patients for their involvement in the patient's treatment.

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

## WHEN CAN AN EXAMINATION CANDIDATE APPLY FOR THE PBCA?

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. No more than 30 hours of unpaid verified education hours can be counted towards the 1200 verified hours of supervised practice.
- An Examination Candidate cannot apply for the PBCA program if they have any outstanding or unresolved complaints or unresolved discipline proceedings at the time of application. The Complaints process would need to be resolved before the application would be accepted.

The Examination Candidate **must apply** for the clinical evaluation in a timely manner once they have met these requirements in consultation with their Supervisor as outlined in the Regulation 6(3).

\*\* An Examination Candidate who enters the Complaints process once their application has been approved or at anytime during the PBCA process will have the process paused. The process will resume once the Complaints process has been resolved and any required remediation and/or undertaking has been completed.

## HOW IS THE OUTCOME OF THE PBCA DECIDED?

Once the PBCA process is complete, the final report is submitted to the College by the assigned Evaluator. This final report will be taken to the next Board of Assessors meeting for the committee's review. The Board of Assessors (BOA) is a College committee that reviews the Practice Based Competency Assessment final reports and will pass a motion regarding an Examination Candidate's ability to apply for a full Active license. This decision will be communicated to the Examination

Candidate within 7 business days of the BOA meeting date. The Board of Assessors meets regularly, and the PBCA final report will be taken to the next scheduled meeting date.

If an Examination Candidate successfully passes the PBCA based on the Board of Assessor's decision, they can apply for Active licensure with the College. The required documentation for this process will be communicated to the Examination Candidate.

## **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.

In the event of a failure, the Examination Candidate will continue to practice under the supervision of a fully licensed physiotherapist, and any conditions on the Exam Candidate license will stay in effect. The Examination Candidate will submit a remediation plan cosigned by their supervisor addressing the areas requiring improvement outlined on the PBCA final report from the assigned evaluator. The Examination Candidate and their Supervisor will ensure regular reports, in the format requested by the Board of Assessors (BOA), will be completed and submitted by the supervising physiotherapist to the BOA every 400 practice hours accrued or at the time of reapplication for the clinical evaluation, whichever comes first. The Examination Candidate will apply for the Practice Based Competency Assessment Program once any recommendations/remediation have been satisfied. If the Examination Candidate registers for the next available clinical evaluation outside of Manitoba, they will provide the name of the examination, the date registered for and once complete verification of the outcome of that evaluation.

## **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.