



Practice Based Competency Assessment Supervisor Role & Interview Process

The Exam Candidate's Supervisor plays a key role in fostering the skills, experience and knowledge required to attain Entry Level Competence, ultimately culminating in the granting of a full active practice license.

The candidates' readiness for full active practice licensure will be determined by the outcome of an assessment of competence using the Practice Based Competency Assessment process.

Supervisor Role & Interview Process:

The following information highlights the key roles and responsibilities of the Supervisor.

1) Role

- The supervisor of an Exam Candidate:
 - Will observe, assess, score and report entry level skills accurately. Will submit required ACP assessment forms once completed and reviewed with applicant.
 - Is expected to accurately, diligently and honestly complete the ACP form at the intervals required. Comments for each item being assessed are vital to the Practice Based Competency Assessment (PBCA), particularly for any items not meeting entry level benchmarks.
 - Is required to participate in the Practice Based Competency Assessment process for the exam candidate once the period of supervised practice is completed and participate in an interview with the College Evaluator (if applicable).
 - Will assist in selecting and providing charts that meet the requirements for the chart audit process of the PBCA evaluation.
 - Will report any accolades, concerns or remediation requirements pertaining to the exam candidate to the employer.
 - Will remediate any issues with exam candidate's clinical skills, knowledge, or professional practice immediately.
 - Ensure the employer informs the College when termination of an Examination Candidate occurs. If significant safety concerns are noted, this should be submitted through the Complaints process by the supervisor or the employer.
 - Will maintain confidentiality of all PBCA documents or assessment

materials.

*** The supervisor role will vary depending on if this is a current supervisory relationship, the length of time since the supervisor was involved if they are no longer actively supervising the applicant and the length of time of employment/supervision. All supervisors will be included in some capacity.

2) Conflict of Interest (COI)

- Supervisors will receive communication from the College regarding the evaluator assigned to the supervisee. The evaluator will be a physiotherapist trained in the PBCA program.
- Supervisors will be asked to declare any conflict of interest with the evaluator prior to proceeding with the Interview component. The evaluator will likewise be asked to declare any conflict of interest from their perspective prior to proceeding.
- COI's resulting in need for review and potential reassignment may result in short delays in processing, but every effort will be made to work expeditiously at completing the evaluation in a timely fashion.

3) Scheduling the Supervisor Interview (when applicable)

- Once an evaluator match has been made, the evaluator or CPM staff will initiate contact to schedule an interview. The evaluator will be using the email address provided by the supervisee or entered in the supervisor's CPM profile as the "primary" email. Please ensure that this is a current email address and any changes to contact information are updated with the College.
- The Evaluator/CPM staff will work to establish a mutually agreeable interview time, preferably within a one-week window of making contact.
- The interview will be completed virtually using a video conference platform and will be recorded by the Evaluator. Supervisors MAY NOT record any part of the interview and must keep all printed, verbal and audio information confidential.
- The interview on average takes **30 minutes** but may take up to 1 hour to complete. The Supervisor should block one hour for the interview to allow adequate time if issues arise or more time is required to address any concerns noted.



4) Interview Overview

- The supervisor will be asked general performance questions about any elements not already addressed in other tools and their perception of the applicant's competence at Entry Level.
- This interview is NOT meant to review the ACP forms submitted.
- The areas that will be covered include Professionalism, Ethics, Communication and Documentation. Further information will be asked about the supervision timeline including any alternate reviews/assessments of the applicant completed in the workplace (beyond the ACP) and mentorship provided.

5) Interview General Information

- On the day of the interview, log into the video conference application or arrive at least 5 minutes prior to the scheduled start time for the interview.
- Be sure to test audio and video prior to beginning a virtual meeting.
- The Evaluator will complete the interview but cannot provide you with any information regarding the outcome of the assessment process.
- Turn off cellular devices during the interview to minimize distractions and maintain attention.

6) After the Interview

- The interview results will be taken into consideration along with all the other requirements of the PBCA process.
- The Evaluator will review and score each component of the evaluation and make a recommendation to the CPM Board of Assessors Committee regarding licensure based on the cumulative score of all components of the assessment.
- The College will notify the candidate of the outcome of the PBCA evaluation following the committee meeting.
- The candidate MUST remain under supervision until they have received communication on the outcome of their PBCA from the Board of Assessors and have applied for and been granted a full Active license.