

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. The College requires Verified Practice Hours to be submitted directly from all previous employers using the *Request for Verification of Practice Hours* form.

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)

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- 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).

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. The Physiotherapist must be on the Active register and demonstrate that the education is consistent with the physiotherapy scope of practice.

Education hours may be reviewed at the time of Renewal or Registration. To determine approval of the hours, the Registrar, designate or the Board of Assessors will assess:

- An outline of the program and coursework
- A record of education hours accrued by the individual
- Evidence the education is related to the physiotherapy scope of practice
- The hours spent in education must take place in the same registration year for which the member is requesting to use the education hours as practice hours.
- Where applicable, the contact name and course provider information
- Where only a portion of the education would be considered physiotherapy, the calculation of practice hours will be adjusted accordingly.

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 and not at their normal place of employment may be approved 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. The Physiotherapist must be on the Active register and demonstrate that the position is consistent with the physiotherapy scope of practice.

Volunteer hours may be reviewed at the time of Renewal or Registration. To determine approval of the hours, the Registrar, designate or the Board of Assessors will assess:

- The position description, including details on the terms, conditions and responsibilities of the volunteer position.
- A record of hours spent by the individual in the position
- Evidence the position is related to the physiotherapy scope of practice
- Where applicable, a copy of the contract/position description agreed to by the physiotherapist and volunteer agency
- Where applicable, the contact name and agency contact information

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- Where only a portion of the volunteer position would be considered physiotherapy, the calculation of practice hours will be adjusted accordingly.

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.

Is it reasonable to accrue 1200 hours in a 5-year period?

- The 1200-hour requirement is the standard agreed to by physiotherapy regulators across Canada as an indicator of currency of practice.
- It is a relatively small number of hours: **even allowing for four weeks of vacation per year, it amounts to five hours/week over the five-year period.**
- Practice hours can be accrued through not only direct hand-on, clinical practice but in non-clinical roles as well as through education and volunteering.

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

The calculation below can be used by a physiotherapist in a public facility or an employee of a private facility with set working hours:

