College of Physiotherapists of Manitoba

Practice Based Competency Assessment
Applicant Information

Applicant Role, Interview Process and Chart Audit Requirements:

The following information highlights key roles and responsibilities of the applicant. For more information on the Practice Based Competency Assessment (PBCA) process, eligibility requirements and scoring, please review the *Practice Based Competency Assessment Summary* sheet.

1) Role

- The Exam Candidate:
    - Will pay the associated PBCA fee at the time of registration as an Examination Candidate or in the timeline outlined by Council.
    - Will ensure they meet all eligibility criteria for the PBCA.
    - Will ensure the documentation submitted is **COMPLETE** including: the PBCA application form, Verified Practice Hours on the provided form submitted by all employers, the final 1200 hour ACP completed within 4 weeks of application on file at the College. If any of these elements are missing or the form is incomplete, the Exam Candidate will be responsible to resubmit all documentation in the timeline provided.
    - Will ensure all Supervisors are aware the PBCA process will be initiated and that the Supervisor(s) will receive communication from CPM/the assigned Evaluator.
    - Will ensure that they will be available to book the required interview within a two-week span of the initiation of the PBCA process and conflict cleared based on the Evaluator's availability.
    - Will ensure that the related documentation is submitted by the deadlines provided: deidentified charts, Practice Reflection Submission form (online), Jurisprudence Examination (online).

- Conflict of Interest (COI)
    - Applicants will receive communication from the College regarding the evaluator assigned to their PBCA process. The evaluator will be a physiotherapist trained in the PBCA program.
    - Applicants 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 the PBCA process, but every effort will be made to work expeditiously at completing the evaluation in a timely fashion.

2) The Interview Process and Expectations
   - Scheduling the Interview
     - 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 applicant or entered in the related 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 1-week window of making contact.
     - The interviews will be completed virtually using a video conference platform and will be recorded by the Evaluator. Applicants **MAY NOT record any part of the interview and must keep all printed, verbal and audio information confidential.
     - The interviews may take over **1 hour** to complete. The applicant is instructed to block a 2-hour period for the interview in the event any issues occur or more time is required.
   - Interview Overview

     In preparation for the interview, applicants are encouraged to recall scenarios and review related legislation available on the College website that addresses the following competencies:
     - informed consent,
     - patient safety,
     - physical therapy assessment,
     - professionalism and ethics,
     - professional development and external feedback,
     - delegation of tasks,
     - communication, and
     - privacy and confidentiality

Questions are broadly worded, and responses will be assessed on the content of

answers, communication skills and portrayal as a professional. Evaluators will be observing for certain elements in each category that demonstrate competent knowledge. The associated legislation and guiding documents can be found on the website here. Information on PHIA can be found here .

****Cheating** in the PBCA includes any breach or attempted breach of examination integrity and security that could affect a candidate's own results, the results of another candidate, or the results of a potential future candidate. This would include the recording of any component in any format during the evaluation process.

- 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.

3) Chart Audit Information and Requirements

Charts will be audited using a standardized tool based on the expectations in the applicable practice standards including, but not limited to:

- Record Keeping
- Informed Consent
- Documentation of assessment findings
- Communication
- Collaboration
- Treatment

The applicant will furnish the evaluator with copies of **3 COMPLETE physiotherapy charts** showing a full trajectory of physiotherapy care selected in consultation with the practice supervisor. Choices should include charts containing **all the following physiotherapy elements**:

- an assessment
- follow-up / progress notes
- discharge summary

- evidence of consultation or communication with another practitioner, if possible
- a variety of conditions (do not choose 3 of the same condition)

The charts are required to be de-identified while retaining evidence that identifiers were present before redacting.

If charts are required from a past employer and the applicant requires assistance in accessing the charts, it is up to the applicant to notify the College.

4) Online Requirements

The Examination Candidate will submit the Practice Reflection Submission on or before the date outlined in the email communication from the College. The Examination Candidate will contact the College to confirm once this has been submitted for evaluation.

The Examination Candidate will complete the online Jurisprudence Exam on or before the deadline provided in the initial email sent. (this component will become effective for any Examination Candidate registering on or after July 1, 2024).

5) Submission Deadlines

An applicant must submit and complete all components of the evaluation before the Board of Assessors will review the final report and a final score will be provided.

Please Note:

- The failure to meet the specified deadline for a mandatory pass component of the PBCA (Applicant Interview or Jurisprudence Exam) will result in a score of zero on the component and subsequently an automatic failure of the PBCA.
- All non-mandatory components must be complete for the final report to go to the Board of Assessors. Submission of a non-mandatory component after the submission date specified in the College correspondence will result in a score of zero and a subsequent failure of that component.