



POLICIES & PROCEDURES

POLICY TITLE:

Continuing Education and Competence

DATE CREATED: October 2020

DATE APPROVED: November 1, 2020

DATE REVISED:

CATEGORY: Registration

AUTHORITY: Regulated Health Professions Act/Physiotherapists Regulations

POLICY

All applicants for renewal to the PEI College of Physiotherapy (PEICPT) must demonstrate their commitment to life-long learning and increasing knowledge and/or skills reflective of their practice context.

DEFINITIONS

- Client:** Recipients of physiotherapy services, and may be individuals, families, groups, organizations, communities, or populations. The term client encompasses patients and residents. In some circumstances clients may be represented by their substitute decision-maker.
- Competence:** The ongoing or continued ability of a physiotherapist to integrate and apply a cluster of related knowledge, skills, judgement and interpersonal attributes required to practice safely, responsibly, ethically and that can be measured against accepted standards and can be improved with training and development.
- Continuing Education:** Includes courses, readings, in-services, presentations, etc. and should be based on self-reflection competency-based needs.
- Jurisprudence Testing:** Means the provincial regulatory knowledge testing approved by the council.
- Practice Context:** Competence is influenced by many factors including participation in continuing education activities, practice setting, physiotherapy clinical practice (musculoskeletal, neurological, cardio-respiratory, and pediatric) and goals of care.
- Practice Assessment:** The process of gathering and discussing information from multiple and diverse sources in order to develop a deep understanding of areas of strength and opportunities for ongoing development in physiotherapy practice. Practice assessment includes both self assessment and peer assessment.
- Practice Reflection:** An intentional process of thinking, analyzing your own professional experiences to improve the way you work. This process leads to identifying learning needs and commitment to action.
- Professional Portfolio:** The collection of documents that identifies learning activities and a description of learning outcomes that provides tangible evidence that learning has taken place. It is a tool that encourages reflection while providing a framework for lifelong learning.
- Professional Development:** The acquisition of skills and knowledge to enhance competence. Professional development involves a variety of approaches including educational activities and informal learning opportunities situated in practice.
- Self Assessment:** The process of practice reflection and developing a learning plan.
- Peer Assessment:** The process in which a physiotherapist with similar areas of expertise and licensure provides feedback to another physiotherapist aimed at strengthening the reflective process and to improve care.

Professional Practice Hours: Time spent engaged in providing any service within the scope of practice of physiotherapy as it relates to the standards of practice for physiotherapists in Prince Edward Island.

PURPOSE

As self-regulating professionals, physiotherapists are required to stay up to date on professional practice standards, advances, changes and trends in client treatment and care. Continuing competence is not a static concept. The role of PEICPT is to protect the public by ensuring all physiotherapists in PEI provide safe, competent and ethical care. In accordance to section 60(1) of the *Regulated Health Professions Act*, the council (PEICPT) shall establish and maintain standards and requirements respecting the continuing education and competency of its members.

APPLICATION

This policy applies to all college members of the PEICPT.

REQUIREMENTS

As part of its mandate to protect the public interest, the council has established Continuing Education and Competency requirements consisting of four components: 1) Practice Assessment 2) Continuing Education Hours 3) Practice Hours and 4) Jurisprudence Testing

Practice Assessment

Each physiotherapist has the primary responsibility for maintaining his/her competence. Conditional to successful self-regulation is that professionals demonstrate the willingness and ability to critically appraise their own and their colleague's performance. Practice assessment is the assessment of your physiotherapy practice and practice setting. This includes a self assessment element as well as a peer assessment.

Self Assessment: While some learning goals can present themselves, it is also important to complete a self assessment on competencies within your own practice context. Self assessment includes practice reflection and the development of a learning plan. All applicants for renewal to the PEI College of Physiotherapy are required to declare that they are collecting relevant information and maintaining their individual professional development (see *Physiotherapists Portfolio under the Members Section PEICPT website*).

Peer Assessment: Practice needs may not be readily identified through self-perceived learning needs and thus an important component of maintaining competence is to seek feedback from peer input. The peer assessor undertakes a review of the applicant's professional portfolio, examines the record keeping practices using three (3) charts selected by the applicant and where applicable billing practices and site observation. One to two charts are to be recently discharged clients preferably seen over a period, not seen once and discharged. If the physiotherapist performs a restricted activity, one chart should include a client whom the restricted activity was performed. The peer assessor should practice in a similar practice area as the applicant (e.g. neurological clients) and have at least three (3) years clinical practice. The peer assessment is an opportunity to affirm that you are meeting or surpassing professional standards and to show your professional development and continuous learning. Peer assessments may occur as a group/team exercise.

Continuing Education (CE) Hours

CE hours are accumulated for continuing education related to your area of practice or current interest. As per section 16(a) of the Physiotherapists Regulations, the CE requirement is 30 hours in each three-year period preceding the application for renewal; a new applicant holding a license for less than three years, the requirement is 10 credit hours in the previous year. CE may include the following categories of CE options.

Continuing Education Options:

1. Educational Events
 - a. Congress, conferences, courses, in-service's, workshops etc.
2. Credit Courses
 - a. College or University courses, certification courses post graduate education.
3. Presentations
 - a. Provision of workshops, training or presentations of PT related topics.
4. Research
 - a. Participation in PT related research, preparation and publication of an article in a recognized professional journal, or presenting PT related research.
5. Self-Directed Learning
 - a. Group study, readings of PT related journals, books, etc.
6. Peer Discussions
 - a. When documenting this form of CE we request the relevant context of the discussion. We require you, as the PT, to identify what was learned in the process.
 - b. Case consultation, condition discussions, ethical queries etc.

Continuing education activities that do not meet eligibility for credit hours include:

- Orientation of new staff/staff training
- Personal growth courses (e.g. yoga, motivational and self-improvement retreats)
- Participation in professional activities such as the Council or a committee of the PEICPT or professional association (this is considered volunteer hours)
- Courses leading to initial degree for physiotherapy practice
- Employment requirements (First Aid, CPR, basic TLR training, WHIMS)

Practice Hours

Each year at annual renewal you must declare the number of hours you practiced the previous year. As per section 14 (b) of the Physiotherapists Regulations, the practice hours requirement is at least 1200 hours in the five-year period immediately before your renewal application or successfully completed a physiotherapy education at an approved program or successfully completed an approved physiotherapy refresher program.

Practice Hours can include:

- Hours of paid and professional activity spent in physiotherapy practice or other activities resulting from possessing physiotherapy credentials and experience which may include clinical practice, consultation, research, administration, academia/teaching or sales.
- Hours of volunteer activity which requires the use of physiotherapy theory and knowledge as well as time spent in professional activities such as the Council or committee of the PEICPT or professional association work. The maximum is 300 hours of the 1200 hours and are tracked in your professional portfolio.

Professional activity hours that do NOT meet eligibility for credit hours include:

- Vacation hours
- Sick leave or other leaves of absence

Jurisprudence Testing

Annually, prior to renewal, each member will be required to complete a jurisprudence test. This will test the members knowledge of PEICPT bylaws and regulations, provincial legislation, physiotherapy practice standards and professional code of conduct. The testing is meant to be educational, can be done independently or in groups and there will be no pass requirement.

PROCEDURES

1. Applicants must complete the Practice Assessment Self Report Form (Appendix A).
2. Applicants must submit an Application for Approval of Continuing Education Hours (Appendix B) demonstrating how the learning activity enhanced their knowledge and/or skills reflective of their practice context. Complete HMS on-line CE section for all CE hours uploading all relevant documents. All submissions for continuing education hours will be reviewed and approved by the Registrar.
3. Complete the Jurisprudence testing, found on the HMS on-line section. Once complete, load the completed document to HMS, the registrar will acknowledge this and allow you to complete the remainder of your renewal.

Failure to meet Continuing Education and Competency Requirements

If an applicant has met all other renewal requirements and has completed at least 10 of the required 30 continuing education credits in the three-year period, they may be granted a temporary exemption from the requirement and will have Terms, Conditions and/or Limitations placed on the certificate of registration. This decision is at the discretion of the council and the Terms, Conditions and/or Limitations may include but are not limited to:

- Requiring the applicant to complete the required hours within a specified time frame e.g. 3 months; and
- Requiring the applicant to provide their plan to complete the required continuing education credit hours; and/or
- Requiring the applicant to practice under supervision.

Once the registrant has met the required continuing education hours the Terms, Conditions and/or Limitations will be removed. If the registrant does not complete the required CE hours by the date stipulated, their certificate of registration will expire.

Appendix A

Practice Assessment Self-Report Form (Refer to Physiotherapists Portfolio under members Section)

Applicant Name: _____

Registration Number: _____

Your Practice Setting:

General Hospital	Community Health Center	Association/Government Agency
Rehabilitation Hospital/Facility	Visiting Agency/Business	Industry, Manufacturing, Commercial
Mental Health Hospital/Facility	Group Professional Practice/Clinic	Other
Resident Care Facility	Post-Secondary Institution	
Assisted-Living Facility	School or School Board	

Your Practice Context (check all that apply)

Areas of Direct Care	Areas of Direct Care (Con'd)	Areas of Administration
General Practice	Pediatrics	Administration
Sports Medicine	Oncology	Client Service Management
Burns & Wounds	Critical Care	Consulting
Plastics	Cardiology	Areas of Education
Amputations	Neurology	Teaching – PT related
Orthopaedics & Musculoskeletal	Respirology	Continuing Education
Rheumatology	Health Promotion & Wellness	Teaching - Other
Vestibular Rehabilitation	Palliative Care	Areas of Research
Perineal/Pelvic Floor Dysfunction	Return to Work Rehabilitation	Research
Obstetrics & Gynecology	Ergonomics	Areas of Sales
Mental Health	Other Clinical	Sales
Geriatrics		Other
Pain Management		Area Not Otherwise Described

Identify Reserved Activities Relevant to Your Practice:

- | | |
|---|--|
| <input type="checkbox"/> Dry Needling
<input type="checkbox"/> Tracheal Suctioning
<input type="checkbox"/> Pelvic Floor Assessment and Treatment | <input type="checkbox"/> Spinal Manipulation |
|---|--|

Self-Assessment:

- Practice Reflection completed
- Development Learning Plan completed
- Professional Portfolio up to date

Peer Assessment (to be completed by Peer Assessor):

- | | |
|---|--|
| <input type="checkbox"/> Professional Portfolio reviewed
<input type="checkbox"/> Three Chart Audits completed
<input type="checkbox"/> Discussion occurred | If Private Practice Setting:
<input type="checkbox"/> Billing practice reviewed
<input type="checkbox"/> Site observation |
|---|--|

Check off any legislation, policies, practice standards, etc reviewed and discussed relative to Practice Reflection situation and Practice Setting

- Code of Ethics: _____
 - Standards of Practice: _____
 - Physiotherapists Regulations
 - Regulated Health Professions Act
 - Continuing Education and Competency Policy
 - Private Practice Standard
 - Use of Title and Credentials Policy
 - Other: _____
 - Other: _____
- Dry Needling
 - Tracheal Suctioning
 - Pelvic Floor Assessment and Treatment
 - Spinal Manipulation

Date(s) of Peer Assessment: _____

Applicant Signature: _____ Date: _____

Peer Assessor Signature: _____ Date: _____

APPENDIX B

**Application for Approval of Continuing Education Hours
(use separate application for each activity)**

Applicant Name: _____

Registration Number: _____

Number of Continuing Education Hours applying for: _____

Your Practice Context (check all that apply)

Areas of Direct Care	Areas of Direct Care (Cont'd)	Areas of Administration
General Practice	Pediatrics	Administration
Sports Medicine	Oncology	Client Service Management
Burns & Wounds	Critical Care	Consulting
Plastics	Cardiology	Areas of Education
Amputations	Neurology	Teaching – PT related
Orthopaedics & Musculoskeletal	Respirology	Continuing Education
Rheumatology	Health Promotion & Wellness	Teaching - Other
Vestibular Rehabilitation	Palliative Care	Areas of Research
Perineal/Pelvic Floor Dysfunction	Return to Work Rehabilitation	Research
Obstetrics & Gynecology	Ergonomics	Areas of Sales
Mental Health	Other Clinical	Sales
Geriatrics		Other
Pain Management		Area Not Otherwise Described

Identify Reserved Activities Relevant to Your Practice:

- Dry Needling
 Spinal Manipulation
 Tracheal Suctioning
 Pelvic Floor Assessment and Treatment

Details of Continuing Education Activity:

Name of Program:

Course Instructors:

Sponsored/Recognized by (e.g. Canadian Physiotherapy Association):

Mode of Delivery (e.g. in-person or via technology):

Date(s) including start and end times of the continuing education activity:

Describe how the learning activity enhanced your knowledge and/or skills reflective of your practice context and learning goals.

Please attach relevant documents including but not limited to: agendas, certificates, proof of attendance, etc)