



**POLICIES & PROCEDURES**

**POLICY TITLE:**

Refresher Program

**DATE CREATED:** October 2020

**DATE APPROVED:** November 1, 2020

**DATE REVISED:**

**CATEGORY:** Registration

**AUTHORITY:** Regulated Health Professions Act/Physiotherapy Regulations

**POLICY**

It is the role of the PEI College of Physiotherapy (PEICPT) to protect the public by ensuring all physiotherapists provide safe, competent and ethical care. Where an applicant fails to demonstrate currency of professional knowledge and skills in accordance with section 14 of the *Physiotherapists Regulations*, the Council may require the applicant to complete a refresher program approved by the Council within the time period specified by the Council.

**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 circumstance's clients may be represented by their substitute decision-maker.

**Clinical Supervision or Practicum:** 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.

**Competence:** The ongoing or continued capacity of a physiotherapist to integrate and apply a cluster of related knowledge, skills and attitudes required to practice safely, ethically and effectively and that can be measured against accepted standards and can be improved with training and development.

**Physiotherapy Competency Exam (PCE):** The PCE is a two part national Canadian exam designed to test a candidate's competency and safety to work as a physiotherapist. The exam includes a written component (qualifying exam) and a clinical component.

**Practice Context:** Competence is influenced by many factors including participation in continuing education activities, practice setting, physiotherapy clinical practice (musculoskeletal, neurological, cardio-respiratory, pediatric) and goals of 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. As per section 14 (b) of the *Physiotherapy Regulations*, the practice hours requirement is at least 1200 hours in the preceding five (5) years or the Physiotherapy Competency Exam (PCE) if graduated two or more years ago.

**Re-entry Candidate:** A physiotherapist who has allowed his/her registration to lapse and no longer meets the criteria of practice hours for re-registration.

Refresher Program: A refresher program in physiotherapy consisting of a formal curriculum, a set of individualized assignments of studies and experiences, a set of continuing education credits, a practicum or combination of these elements.

### **PURPOSE**

To formalize and clarify expectations with respect to re-entry/refresher program requirements where an applicant no longer meets the criteria of practice hours for re-registration. Clients can expect that the services they receive are delivered by a registered physiotherapist who is up to date on professional practice standards, advances, changes and trends in client treatment and care.

### **APPLICATION**

This policy applies to all college members of the PEICPT who have insufficient professional practice hours.

### **REFRESHER PROGRAM**

Applicants who no longer meet the criteria of professional practice hours for registration will be assessed on a case by case basis and the refresher program requirements for re-entry identified based on the individuals experience and needs.

The refresher program must have a component of supervised physiotherapy clinical practice that consists of an evaluation component. A tiered approach based on the length of absence from active practice will be considered on a case by case basis based on the guidelines below:

- Some currency hours in the past three (3) years: minimum 150 practicum hours
- Some currency hours in the past four (4) years: minimum 225 practicum hours
- Some currency hours in the past five (5) years: minimum 300 practicum hours
- Some currency hours in the past six (6) years: minimum 375 practicum hours

Minimum criteria for proposed supervisor:

- A registrant in good standing with the PEI College of Physiotherapy.
- Hold an unrestricted license (e.g. not be subject to any fitness to practice proceedings or orders).
- Minimum of three (3) years experience in independent practice of physiotherapy.
- Have no conflict of interest (e.g. no relationship to the applicant).
- Be able to assess the quality of work performed (e.g. be working in the same area of practice).
- Must be located at the same location and be on-site during practicum hours.
- Must sign supervisor agreement and complete evaluation(s).

Note: Final approval of the supervisor and sites rests with the PEICPT.

Other Refresher Program components may include:

- Evidence of an assessment of learning needs and development of a learning plan.
- A minimum of 10 hours of formal continuing education.
- Two letters of support for re-entry into the profession of physiotherapy.
- Multi-source surveys (self assessment and peer assessment).
- Other components that are deemed appropriate.

If the applicant for re-entry graduated prior to 1994 and has not completed the PCE (grandfathered in) they must complete the PCE prior to re-entry where the following conditions exist:

- If zero hours of practice in the 5 years preceding the application for registration.

- The applicant was not successful in completing the Refresher Program.

## **PROCEDURES**

1. Complete application for Refresher Program and all requested attachments.
2. If Refresher Program approved, submit an application for special license, including all requirements for registration (e.g. criminal records and vulnerable sector check). Please check with the registrar to verify requirements.
3. Once a special license has been granted, the approved Refresher Program can start.
4. Upon successful completion of the Refresher Program the individual may apply for active registration with the PEICPT.

APPENDIX A

**Application for Refresher Program**

Applicant Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Registration Number: \_\_\_\_\_ Expiration Date of last registration: \_\_\_\_\_

Location of last registration: \_\_\_\_\_

Reason choose to leave clinical practice: \_\_\_\_\_

\_\_\_\_\_

Why have you chosen to return to clinical practice: \_\_\_\_\_

\_\_\_\_\_

Details of proposed supervisor (responsibility of applicant to identify):

Name of proposed supervisor	
Name of organization	
Address	
Business phone number	
E-mail	

Details of proposed field of practice	
Describe your past experience and its relevance to the above proposed practice	
Description of proposed practicum Include: <ul style="list-style-type: none"> <li>● Hours of practicum</li> <li>● Scope of practice</li> <li>● Name of all locations you intend to train at</li> <li>● Proposed start date</li> <li>● Proposed supervision schedule and methodology</li> </ul>	

Please attach the following:

- Updated Curriculum Vitae (CV) – must include a list of qualifications; dates/locations of all training and previous work experience
- Written confirmation from employer for proposed practicum signed and dated by an authorized person
- Updated Curriculum Vitae (CV) of proposed clinical supervisor
- Learning needs self assessment and proposed learning plan

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_