

# NEWFOUNDLAND AND LABRADOR COLLEGE OF PHYSIOTHERAPISTS

P.O. Box 21351 St. John's, Newfoundland and Labrador, CANADA A1A 5G6  
Phone : 709-753-6527 Fax : 709-753-6526 E-mail: [registration@nlcpt.com](mailto:registration@nlcpt.com) Website: <http://nlcpt.com/>

## MENTORSHIP PROGRAM

### **CONDITIONAL REGISTRATION:**

Successful completion of the Physiotherapy Competency Examination (PCE) is a registration requirement for physiotherapists to practice in Newfoundland and Labrador. Currently a new graduate or foreign trained applicant may be granted conditional registration in the Newfoundland and Labrador College of Physiotherapists (the College) for one year from the date of issue, to allow for successful completion of the written and the clinical components of the PCE. As of March 1<sup>st</sup> 2002 applicants must have passed the qualifying portion (Part 1) and be registered for the next sitting of the clinical portion (part 2) of the PCE to be eligible for conditional registration. The conditions on the registration of a PCE candidate include working under the guidance of a Mentor and at the same site and time schedule as that Mentor.

The Conditional Registrant is a member of the College and is responsible to practise physiotherapy in accordance with *the Physiotherapy Act* and Standards of Practice for Physiotherapists of the College. Each Conditional Registrant receives a copy of the *Physiotherapy Act* and *Standards of Practice for Physiotherapists* when s/he is registered.

### **GOALS OF MENTORSHIP:**

1. To provide an opportunity for the Conditional Registrant to work as a physiotherapist while awaiting successful completion of the PCE;
2. To ensure the safety of clients;
3. To provide the Conditional Registrant with support and guidance to enhance the skills, knowledge and ability in the practice of physiotherapy to optimally prepare for successful completion of the PCE.

### **OBJECTIVES OF THE MENTORSHIP PROGRAM:**

- To assist the Conditional Registrant to gain confidence in all facets of assessments, analysis of findings, solving clinical problems, planning and implementing safe and effective treatment programs and to evaluate the outcomes of the physiotherapy interventions
- To provide a role model, guidance, coaching, and tutoring as required to the Conditional Registrant
- To encourage evidence based practice
- To promote effective communication between the Conditional Registrant, clients, colleagues and other members of the health care team
- To consolidate the Conditional Registrant's understanding of safety and ethical issues in physiotherapy practice.

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## **THE MENTOR:**

A Mentor is an advisor, a coach, a guide, a tutor and a role model.

A physiotherapist, who is a member of the College, who has had "active" registration status for a minimum of one year and is neither under investigation by the College nor has outstanding penalties, may be a mentor.

Mentoring is voluntary. No member of the College is obliged to assume a role with which the member is professionally uncomfortable

Mentoring is a commitment to assisting the conditional registrant to optimally prepare for successful completion of the PCE.

Mentors contribute to the ongoing improvement of physiotherapy practice in the province of Newfoundland and Labrador.

## **RESPONSIBILITIES OF THE MENTOR:**

A physiotherapist who has agreed to act as a mentor will:

- direct, coach and guide the conditional registrant to help expand competence (knowledge, skill and ability) and proficiency in the practice of physiotherapy
- direct the conditional registrant to clinical research information, share evidence on best practices, etc.
- practice at the same site and at the same hours as the conditional registrant and will meet with the conditional registrant a minimum of once a week to monitor progress, problems, clinical encounters etc.
- advise the conditional registrant of any concerns regarding his/her performance
- monitor the observance of the mentorship terms and conditions
- give reasonable notice to the conditional registrant and the College if a mentor cannot continue in the mentorship role for any reason
- report to the Registrar evidence of incompetence, incapacity or professional misconduct
- keep records of meetings, chart audits and other interactions with the conditional registrant for the Mentor's records or to provide retrospective reports if required by the College.

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Note: Charts do not need to be co-signed, unless additional conditions are placed on an individual's practice.

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### **THE CONDITIONAL REGISTRANT - PCE CANDIDATE:**

The Conditional Registrant is a physiotherapist who has fulfilled all requirements for full registration except successfully completing the Physiotherapy Competency Examination. The College cannot issue registration without conditions until all the registration requirements are met. The PCE candidate is granted conditional registration to practice physiotherapy pending successful completion of the PCE.

The Conditional Registrant is accountable to the College for his/her professional conduct.

In order to practice physiotherapy, the Conditional Registrant must:

- be registered for the next sitting of the PCE
- have signed the "Conditions of Registration" and "Conditions of Practice" forms
- have arranged a Mentor who is a member of the College, in good standing and approved by the Registrar
- have agreed to notify the College of any changes in any condition of registration including a change of Mentor.

### **RESPONSIBILITIES OF THE CONDITIONAL REGISTRANT:**

The Conditional Registrant is responsible to:

- find a mentor, make contact, have the "Conditions of Practice" signed and adhere to the agreed conditions
- fully disclose the status of their conditional registration to the Mentor
- immediately notify the College if there is a change of Mentor so a new agreement "Conditions of Practice" can be prepared and signed
- submit the name of a new mentor and a new signed "Conditions Of Practice" form to the College for approval

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- inform the Registrar regarding PCE pass or fail by phone or fax, within three working days of receiving the information
- complete the "Application for Active Registration – Successful P.C.E. Candidates" form (included in the Conditional Registration package provided by the College) and return to the College with proof of successfully completing the PCE
- provide evaluation feedback on the mentoring experience to the Registrar.

Note: A Conditional Registrant may have more than one mentor at a given time as approved by the College.

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### **WHEN THE CONDITIONAL REGISTRANT FAILS A COMPONENT OF THE PCE.**

The Conditional Registrant is obligated to notify the Registrar within three working days of receiving notice of pass or failure of the PCE. The Conditional Registrant must disclose the exam results to the Mentor.

The mentorship arrangement continues until the Registrar advises on the procedure to follow.

The Registrar will ask the Mentor for a report on the Conditional Registrant's performance.

The Registrar may require the Mentor to provide closer supervision, and/or co-signing of the Conditional Registrant's clinical notes, and/or reports on the performance on a regular basis until the registration status is reviewed by the Membership Committee.

The Registrar may refer the individual case to the Membership Committee for review.

The Conditional Registrant must provide all information regarding the examination results and any other information requested for assessment by the Membership Committee. The Conditional Registrant may be required to appear before the Membership Committee.

Other conditions may be placed on the registration until the candidate passes that portion of the PCE.

Both the Conditional Registrant and the Mentor will be informed of the decision and any further conditions imposed on the candidate's registration.

If the Mentor chooses not to continue mentoring under such circumstances, s/he should notify the College immediately.

### **SUGGESTIONS FOR A SUCCESSFUL MENTORSHIP EXPERIENCE:**

The candidate may:

1. Review video of the PCE available for purchase from the Canadian Alliance of Physiotherapy Regulators (*The Alliance*).
2. Seek guidance from the Mentor on such topics as:
  - The selection of appropriate assessment tools;
  - The interpretation of assessment results and subsequent planning of appropriate interventions and discharge
  - Ethical issues
  - Safety concerns
  - Documentation content and accuracy;
3. Seek guidance from any colleague as appropriate for your needs;
4. Consider a Mentor who has done the PCE;

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5. Call *The Alliance* on any matter relating to the exam;
6. Call the College on any matter relating to the Mentorship program or registration.

The Mentor may:

1. Develop some practice exam questions using the Candidate Handbook or the Candidate's Orientation Resource Manual as a guide
2. Set up practical quizzes for the candidate.

### **A MENTOR'S JOB IS DONE WHEN:**

The College confirms that the conditional registrant's registration status has been changed to "active".  
The mentor notifies the College that the relationship is terminated.

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