SCPT
Saskatchewan College of Physical Therapists

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POLICY

Section: **Declarations Audits** Policy Number:	Title: **Hours of Practice Audit**

Council Motion Number:	**Date Effective:**
Council Motion Number:	**Date Revised:**

1. PURPOSE

1.1 To ensure members have sufficient practice hours to maintain their competencies so that patient safety is not jeopardized.

2. PRINCIPLES

2.1 Clause 13(1) of the SCPT Regulatory Bylaws requires an applicant for a practicing licence to have completed 1200 practice hours of physical therapy practice anywhere in the world within the five-year period immediately preceding the date of the licence application.

2.2 Member has declared that they understand their responsibility to maintain proof of hours of practice documentation as they have stated in the Practice Hours section for up to a period of five years from April 1 each renewal year.

3. DEFINITIONS

3.1 SCPT PRACTICE HOURS CATEGORY GUIDELINES provides information regarding what is included and excluded as paid worked hours. This document can be found on the SCPT website www.scpt.org.

3.2 Practice hours are from January 1st to December 31st inclusive.

3.3 Verification of Paid Worked Hours:

- 3.3.1 Signature of Employer Representative of Authorized Person (e.g. Manager); or
- 3.3.2 For private practice physical therapists signature of practice colleague or Office Manager; or
- 3.3.3 For physical therapist who work completely independently a copy of appointment ledger would be accepted as proof of hours worked. The appointment ledger would need to verify at least 1200 hours.

3.4 Verification of Unpaid Education Hours:

- 3.4.1 Name and signature of presenter of the educational event.

3.5 Verification of Unpaid Worked Hours:

- 3.5.1 Name and Signature of Agency Representative or Authorized Person.

4. POLICY

4.1 At licence renewal each year members will complete the *Verification of Paid Worked Hours* form, and if applicable the *Verification of Unpaid Education Hours* and *Verification of Unpaid Worked Hours* forms.

4.2 Ten percent of members will be randomly selected for audit of practice hours each year.

5. ROLES AND RESPONSIBILITIES

5.1 Following licence renewal each year the Executive Directory & Registrar (EDR) will randomly select 10% of members to audit verified practice hours for the past 5 years.

5.2 EDR will send an email to selected members to notify them that their practice hours for the past five years are being audited.

5.3 EDR will review verified practice hours documentation to ensure compliance with clause 13(1) of the SCPT Regulatory Bylaws.

5.3.1 If the declaration is found to be true (1200 hours in the past five years are verified) then the EDR will notify the member.

5.3.2 If a declaration is found to be false (1200 hours in the past five years not verified and the member declared that they have 1200 verified practice hours) the EDR will refer a complaint to the Professional Conduct Committee for investigation as a false statement has been made.