

## SCPT PRACTICE HOURS CATEGORY GUIDELINES

The Registrar/Council may request verification of ANY COMPONENT of practice hours submitted at any time.

It is the responsibility of the individual physical therapist to keep a log and record of all activities and sufficient documentation for verification of the information.

Documentation should include as a minimum: Agency (ies) involved, descriptions of activities, how the activity is directly related to physical therapy practice and proof of attendance.

If there is any question as to acceptance of hours it is recommended that individual therapists have her/his job or hours verified prior to submission of the initial or licence renewal form. A committee has been established to provide evaluation of an individual's job responsibilities and duties and decide whether the hours constitute Physical Therapy Practice. If the applicant is not satisfied she/he may appeal to Council

Physical Therapy Practice Hours shall be defined as hours spent in the provision of physical therapy services:

- a) in clinical settings of direct care provision, performing patient assessment, treatment, and follow-up, including instruction to family and other care givers in which skills are taught specifically to an individual patient; and/or
- b) in non-clinical settings working in administration, research/academia/authorship, education/teaching, physiotherapy related sales or as a consultant in a position where the skills and training of a physical therapist are utilized and constitute the basis for the job responsibilities. (Therefore, the therapist maintains current physical therapy concepts and methods of practice).

### 1. Paid Worked Hours

At the time of registration or renewal, PAID hours worked in the last 12 month renewal period from all approved, recognized employment related to physiotherapy practice as a LICENSED PHYSICAL THERAPIST. For registrants in an employee/employer employment category, hours indicated are inclusive of all worked hours, (including overtime, travel time, preparation and service provision) for which a registrant is scheduled/approved and recognized.

For registrants that are in a self-employed employment categories, hours indicated are inclusive of all worked hours (for example, travel time, preparation, and service provision).

Inclusions:

a) Clinical Focus

- Clinical practice hours (e.g. direct patient care)

b) Non-Clinical Focus

- Hours worked in physiotherapy practice (including overtime hours)
- Administration
- Education
- Teaching
- Management
- Consultation
- Research/Academia/Authorship
- Physiotherapy related sales
- Hours related to travel time, preparation, etc. (for those hours which are part of the job (e.g. time spent by a self-employed physiotherapist travelling to a client))
- Other worked hours related to practice

Exclusions:

- Vacation hours
- Hours related to leave of any type (e.g. sick, family, parental, education, disability, etc.)
- Statutory holidays
- "On call" hours
- Hours related to travel times (which are not part of the job)
- Professional activity hours
- Volunteer hours
- Physiotherapy service to sports teams/events (outside of regular employment)
- Professional association/committee activity hours
- Teaching/lectures within or outside the profession (outside of regular employment)
- Any unpaid activity/service hours where an individual is compensated for expenses incurred (e.g. meal, travel, etc.) but not for time spent in the activity/service itself.

## 2. Verified Unpaid Education Worked Hours

Education worked hours may be counted towards the hours required to maintain an Active Practice Licence:

- a) Conferences, formal continuing education courses, workshops, seminars, teleconferences, interest group activities, medical rounds, in-service educational courses of short duration deemed necessary to maintain or improve job skills and which are directly related to the active practice of physical therapy
- b) Continuing Competency practice activities including self assessment within reasonable limits
- c) Self Study within reasonable limits

In a 5- year period, no more than 300 hours in this category of the total required 1200 hour requirement for licensure will be accepted.

### 3. Verified Unpaid Worked Hours

Unpaid volunteer hours may be counted towards the hours required to maintain an Active Practice Licence. For clarification purposes, activities that result in the registrant receiving honorariums, gifts in kind, stipends outside of regular paid employment are acceptable as verified unpaid hours if the hours are done while performing:

- a) Research or authorship that is directly related to the practice of physical therapy
- b) Educational (teaching/lectures) or consultation activities outside of regular paid employment
- c) Physical therapy activities with sporting teams or at events outside of regular paid employment
- d) Any unpaid physical therapy related activity/service hours where an individual is compensated for expenses incurred (e.g. meal, travel, etc.) but not for time spent in the activity/service itself that require the skill and/or qualifications of a physical therapist
- e) Meetings, activities and events associated with the physiotherapy professional association or the college (i.e. SCPT, SPA, Alliance, and CPA).

In a 5-year period, no more than 300 hours in this category of the total required 1200 hour requirement for licensure will be accepted.

Please note, your practice hours are from January 1 to December 31 inclusive.

Updated December 2013, February 2018

