

# **SASKATCHEWAN COLLEGE OF PHYSICAL THERAPISTS**

## **Restricted License Guidelines**

**Before reading this document, please obtain the following documents required for further information:**

1. Physical Therapist Supervision Agreement
2. Monitoring Tools
  - a. Standardized Chart Audit (Monitoring Tool 1)
  - b. Assessment of Clinical Performance (Monitoring Tool 2)
  - c. Supervision Plan (This will be developed between Employer, Supervising Therapist and Restricted License Registrant)

### **A. Restricted License Description**

1. A Restricted License may be granted to individuals to practice physical therapy under well-defined conditions or limitations imposed by Council. (see Physical Therapy Act, 1998, Section 19 (2) for more details).
2. Restricted licenses may be issued to those persons who have successfully passed the written but not yet the clinical component of a physical therapy competency examination that is recognized by Council (currently the Physiotherapy Competency Examination) and who:
  - a. Have registered and fulfill the prerequisites for licensure; AND
  - b. Are engaged in a re-entry to practice process; OR
  - c. Have successfully received an undergraduate or master's degree in Physical Therapy from a University in any province in Canada within four years immediately preceding date of application; OR
  - d. Have graduated from a university, college or school in any other country and are registered pursuant to SCPT Regulatory Bylaw Section 5.
3. A Restricted License shall be issued for up to 18 months, during which time the person must successfully complete the clinical component of a physical therapy competency examination that is recognized by Council (currently the Physiotherapy Competency Examination).
4. The Executive Director of the SCPT may issue a Restricted License.
5. The Restricted License are subject to restrictions imposed on the practice by SCPT Regulatory Bylaw, Section 14.

### **B. Supervision Model**

A supervision model for the Restricted License Registrant will include:

1. A signed copy of the Physical Therapist Supervision Agreement that has been sent to SCPT (including the signatures of the Restricted License Registrant, the Supervisor(s) and the Employer/Department Manager).
2. On-site supervision and/or consultation in a preceptor/intern model.
3. The Restricted License Registrant must sign all documents with professional designation followed by the letters "RES" (resident) to indicate the member's license status.
4. The following monitoring tools are to be used as outlined in the "Restricted License Supporting Documents"
  - a. **Standard Chart Audit** (Monitoring Tool 1)
  - b. **Assessment of Clinical Performance** (Monitoring Tool 2).

## C. Restricted License Supporting Documents

### 1. Responsibilities of Restricted License Holders

This applies to Physical Therapists who are awaiting completion of a physical therapy competency exam recognized by SCPT.

- a. A Restricted License Registrant must comply with specific supervision requirements.
- b. The Restricted License Registrant will:
  - i. Be issued a registration number
  - ii. Be able to perform controlled acts
  - iii. Bill for physical therapy services
  - iv. Complete patient/client records
  - v. Be accountable to the SCPT for his/her actions
- c. It is the responsibility of the Restricted License Registrant to identify and inform the College of the Supervising Practicing Licensed Physical Therapist by submitting the Physical Therapist Supervision Agreement to SCPT.  
**The Physical Therapist Supervision Agreement is a legally binding agreement.**
- d. A Restricted License Registrant can only practice physical therapy within the jurisdiction in which he/she holds the employment, and where the supervision will occur.  
**The Restricted License expires at the conclusion of that employment.**
- e. Both the Restricted License Registrant and the Supervising Therapist (s) share the responsibility to ensure that the supervision requirement and the terms, conditions and limitations placed on the license are met.
- f. It is the responsibility of the Restricted License Registrant to inform the SCPT any changes to the Physical Therapist Supervision Agreement.
- g. It is the responsibility of the Restricted License Registrant to inform the supervisor (s) upon receipt of examination results notification.
- h. It is the responsibility of the Restricted License Holder to inform the SCPT if employment is discontinued for any reason.

### 2. Responsibilities of the Supervisors

- a. Both the Restricted License Registrant and the Supervisor share the responsibility to ensure that the Supervision Agreement requirement and the terms, conditions and limitations placed on the license are met.
- b. The key responsibilities include:
  - i. Completion of the Physical Therapist Supervision Agreement. This is a form that the Applicant, Supervisor(s) and Employer sign. It must be submitted with the original application form for licensure with SCPT. The Physical Therapist Supervision Agreement is a legally binding agreement.
  - ii. Ensuring that the Restricted License Registrant signs documents with the professional designation followed by the letters "RES" (resident) to indicate the Restricted License Holders' status.
  - iii. Providing a combination of direct and indirect supervision until full licensure is achieved:  
Direct supervision – the supervisor is onsite and available to observe the registrant.  
Indirect supervision – the supervisor is available by telephone, fax or email.  
**The Supervisor must provide 20% direct supervision until all indicators in the Monitoring tools are evaluated at "entry level"**. At that time, supervision may become indirect.

- iv. The following monitoring tools will be used (in addition to the 20% direct supervision) to evaluate the Restricted License Registrant's clinical performance:

**Standard Chart Audit (Monitoring Tool 1)**

Complete 2 chart audits per week for the first 4 weeks.

If there are no concerns during that time this monitoring will decrease to 2 chart audits every two weeks for the next 8 weeks or until the Restricted License Registrant becomes fully licensed.

**Assessment of Clinical Performance (ACP) (Monitoring Tool 2)**

The Assessment of Clinical Performance will be completed at the 6 week period. If all areas are designated as "entry level" then no repeat is required. If any areas were not at "entry level" the tool will be utilized again at 6 week intervals until the Registrant becomes fully licensed or meets the designated "entry" level.

- v. The Supervisor has an obligation to inform the SCPT of any act of professional misconduct or incompetence by the Restricted License Registrant.

NOTE: The College recognizes that monitoring will vary with the nature of the employment setting, the job description, available resources and delivery models. The College believes that these factors influence the rigor with which a supervisor must provide supervision and evaluate the minimum competence of the Restricted License Registrant. The ultimate goal of monitoring must be to ensure that the delivery of physical therapy services is done a manner which is safe and effective, to ensure that there is no undue risk of harm to the public.

### **3. Responsibilities of the Employer**

- a. Completion of the Physical Therapist Supervision Agreement.
  - This is a form that the Restricted License Applicant, Supervisor(s) and the Employer/Department Manager sign. It must be submitted with the original application form for licensure with SCPT.
  - The Physical Therapist Supervision Agreement is a legally binding agreement.**
- b. Remain informed of the Restricted License Registrant's performance.

### **4. Physical Therapist Supervision Agreement and Plan**

- a. The Physical Therapist Supervision Agreement is an integral component of the application form and acts as a legally binding agreement between the Restricted License Applicant, Supervisor(s), Employer and the Saskatchewan College of Physical Therapists.
- b. The Physical Therapist Supervision Agreement must be completed, signed by the Restricted License Registrant, the Supervisor(s) and the Employer/Department Manager, dated and forwarded to the College with the Application form.
- c. The Physical Therapist Supervision Agreement is a condition under which the Restricted License is granted.
- d. Both the Restricted License Registrant and the Supervisor(s) share the responsibility to ensure that the supervision requirement and the terms, conditions and limitations placed on the license are met.
- e. It is acceptable for more than one licensed Physical Therapist to participate in meeting the supervision requirements. **All supervisors MUST sign the agreement.**
- f. A written supervision plan must be developed and should be kept in the employment file of the Restricted License Registrant. This plan must address:
  - i. Mechanism of supervision
  - ii. Mechanism of monitoring applicant performance
  - iii. Mechanism to be used to provide intervention.

- g. The SCPT does not require a copy of the supervision plan; however, the plan must be available to be provided to the SCPT on request (see Appendix 5 for a Sample Supervision Plan).
- h. The College will provide the Primary Supervisor with the following monitoring tools for recording the performance of the Restricted License Registrant:
  - i. Standard Chart Audit (Monitoring Tool 1)
  - ii. Assessment of Clinical Performance (ACP) (Monitoring Tool 2).