

## **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 – see Sample Supervision Plan)

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

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).

#### **Regulatory Bylaws: Restricted practising membership**

5(1) Restricted practising membership in the college is available to an individual who:

- (a) meets the requirements of clauses 19(1)(a), (b), and (c) of the Act;
- (b) has successfully completed the written component of a recognized competency examination and;
- (c) submits a completed application in the form provided by the college

(2) Subject to obtaining a practising licence, restricted practising membership entitles a member to:

- (a) use the title “Physiotherapist” or “Physical Therapist” or any other word, title or designation, whether or not abbreviated, to indicate that the individual is practising as a restricted practising member of the college;
- (b) speak and vote at the annual and special meetings of the college;
- (c) serve as a representative of the college when appointed to do so;

- (d) receive a copy of college documents appropriate for distribution; and
- (e) receive the publications of the college

*Regulatory Bylaws: Restricted practising licence*

14(1) A restricted practising member who submits a completed application in the form provided by the college is eligible to obtain a restricted practising licence.

- (2) A restricted practising licence is valid for a maximum of 24 months, during which time the member must successfully complete the oral/practical component of a recognized competency examination and obtain a full practising licence.
- (3) A member who holds a restricted practising licence may only practise:
  - (a) under the direction of a member with a full practising licence who is approved by the council;
  - (b) in a physical therapy facility or facilities approved by the council; and
  - (c) in accordance with a supervision agreement and a supervision plan approved by council, which plan is developed for the member by the member's supervisor and includes provisions for monitoring the member's practice, for personal intervention, and for any other matters that the member's supervisor or council considers necessary.

**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 Responsibilities

### 1. Responsibilities of Restricted License Holders

- 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 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 of 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 Registrant's 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.

#### D. 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 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).