

Portfolio Review 2017 Complete Information

Date: February, 2017

Dear **FIRST**, USERNAME: **USERNAME** PASSWORD: **PASSWORD**

Yes, it is that year, the year in which you must complete your Portfolio Review. If you are Non-Practicing (Leave of Absence) NP(LOA) you may elect to postpone your Review until 2018, but call or email Pat to tell him; or if you have another significant reason to postpone, call or email Pat 902-466-0668 or office@nsphysio.com and we can discuss.

Assuming you are proceeding with your 2017 Portfolio Review, then please hit the "REPLY" button on your email browser and type "Received" in the Subject box. In doing that I will remove you from the automatic email list; otherwise you will receive this email over and over.

UPDATE re 2017 Portfolio Review: A meeting of the Peer Assessment Committee was held on February 4, 2017 which called for some significant re-arrangements to the Quality Practice Program. I have highlighted the re-arrangements below and will take a moment to review them. But first: you will recall that the Quality Practice Program was designed to assure that licensed physiotherapists continue to practice competently throughout their professional career. Instrumental in this process are seven (7) core roles expected of the physiotherapist: the Physiotherapist as Expert, as Communicator, as Collaborator, as Manager, as an Advocate, as a Scholarly Practitioner and conducting themselves as a Professional. These roles are fully explained in the [Competency Based Professional Practice Standards](#).

QUALITY PRACTICE PROGRAM COMPONENTS: consists of three assessments, the first a) at the time of your registrations or renewal of licensure, the second b) the Portfolio Review (once every 5 years) and the final component c) the On Site Review, once every 5 years but not necessarily the year in which you do your Portfolio Review. Of interest to you at this moment in time is the Portfolio Review.

a) Registration/Renewal assesses: 1) Liability Insurance Coverage
2) Jurisprudence Knowledge

b) Portfolio Review assesses: 1) Resume Uploaded to SkyPort (Manager, Expert)
2) Job Description Uploaded to SkyPort (Expert, Manager)
3) Last five years of CE Records on SkyPort (Scholarly)
4) Patient Care Self-assessment Tool (Scholarly)
5) Learning Experience Form (Scholarly)
6) Professional Self-assessment Report (Scholarly)

c) On Site Review also assesses: 1) Expert role, 2) Communications, 3) Collaboration
4) Health Manager, 5) Advocacy, 6) Professionalism
7) Scholarly Practice (b above, 3, 4, 5, and 6)

As you can see from b) above the Portfolio Review involves six assessments: Resume, Job Description, past five years of CE records (2012 to 2016), Patient Care Self-assessment Tool, the Learning Plan Form and the Professional Self-assessment Report.

These six (6) tasks are to be completed by the end of April, 2017. We have extended the date from March 31. Once these six assessments are complete your Portfolio Review is complete and you won't hear from us again (re Portfolio Review until 2022)

Assessments 1, 2 and 3: Uploading your Resume, Job Description and CE records to SkyPort are explained [here](#).

Assessment 4, Patient Care Self-assessment Tool can be downloaded in MSWord format from [here](#), filled out on your computer or by hand and uploaded or scanned to your SkyPort account at the bottom (Additional Information). See note below Assessment 6.

Assessment 5, Learning Experience Form is a newly revised form and can be downloaded in MSWord format from [here](#), filled out on your computer or by hand and uploaded or scanned to your SkyPort account at the bottom (Additional Information). **NOTE:** Only one Learning Experience Form is to be completed, you are to choose one Educational Event; or Credit Course; or Presentation; or Research Project; or Self Directed Study or Peer Discussion from your last year's CE record and complete the form for it. See note below Assessment 6.

Assessment 6, Professional Self-assessment Report is a new report and can be downloaded in MSWord format from [here](#), filled out on your computer or by hand and uploaded or scanned to your SkyPort account at the bottom (Additional Information). See note below Assessment 6.

NOTE: To upload documents (e.g. completed self-assessment forms 4, 5, and 6; Certificates, Annual CE Records etc.) to Additional Information located on the bottom of the Portfolio category in SkyPort follow these instructions: [Click on the plus sign to open "Additional Information"](#); [click on Add New Record](#); select a Category and type in a description of the document; then date it and hit SAVE. In a moment you will receive a message asking if you want to Upload, click OK you do and proceed to upload the document.

IMPORTANT; 1) the red Username and Password at the top are yours and yours alone, they allow you access to SkyPort and the Renewal Registration system when it is up and running, so keep them in a safe place. **2)** I (Pat King) am here to help, so email or call; we will work out a solution to your problem, whether it be an understanding of what is being asked, or the technological nightmare you see in computers, URL's, uploading or even downloading.

First Name; the Portfolio Review is not meant to be a torture test, we know that as professionals you know the importance of being scholarly and using evidence based practices, of sound communications and the need for a professional demeanor. And you also know it is the NSCP's responsibility in Law to ascertain how our members are achieving these core roles. So have fun and get it done!

Over the past years the Peer Assessment Committee has had a few questions regarding the Portfolio Review Process including:

a) *Do I have to participate?* Yes if you plan on practicing in 2018, and no if you plan on retiring on or before the end of 2017.

b) *I do not have a Job Description, what should I do?* Write a short paragraph on what you do such that a reviewer of your Portfolio will have an idea of your current position.

c) *I no longer practice as a Physiotherapist, and/or I do not see patients, do I need to complete the Patient Care Self-assessment?* Yes, it is important for you to complete all these forms to the best of your ability and use the N/A (Not Applicable) indicator where appropriate.

d) *Why do you want 5 years (2012 through 2016) of CE Record forms?* Each year when you register you are required to inform the NSCP of the number of Practice, Other and CE Hours that you cumulated in the previous year. These hours become the basis of your electronic data file, and are used to determine your eligibility for renewing your registration (e.g. you are required to have 1200 Practice Hours in the previous five year period, and 200 CE hours in the previous five year period) and these recorded hours also illustrate your efforts towards continuing competency. To fulfill the mandate of the College and to ensure the integrity of these measures we need to correlate your hours with our recorded hours.

e) *What if I went a year or two without acquiring any CE hours?* The current standard is to accumulate 200 CE hours in a five year period, not necessarily 40 or any hours each year.

f) *I'm wondering if we have to scan and upload all certificates, receipts, etc. for all CE activities for the past 5 years, or just scan the summary record sheets ([Continuing Education Record Form](#)) for the past 5 years onto the Skyport?* No you do not need to upload all certificate etc. Scan the Continuing Education Record Forms for the past 5 years. Remember though you cannot scan into the Continuing Education section of SkyPort, instead scan your CE Summaries 2012 through 2016 and enter them on the last file SkyPort Category: Additional Information..... and place them in the Category CE Records.

I'm also confused as to why on my SkyPort Portfolio the CE hours for the past 5 years reads 0 and yet on the Hours section of SkyPort has a number of hours? Your Portfolio reads 0 CE's because you have entered no courses in the SkyPort Portfolio data base; the Hours tab reads a number of CE's because that is what we have on record, reported to us by you at the time of your renewals for 2012 through 2016.

Sincerely;

Michael Sangster

Michael Sangster, Chair
Peer Assessment Committee