

GUIDE TO LOGGING CE ACTIVITIES IN SkyPort
Effective June 1, 2017

As you are aware once every five years the Peer Assessment Committee Assessors review your Portfolio. Part of this responsibility includes the ability of the assessor to confirm that you have participated in the **CE events** that you have listed. As a minimum we, we request the name/description and date of the course, and the length of the course in hours, in order to conduct a thorough assessment.

With respect to **Peer Discussion**, we request the relevant context of the discussion. For example, we would expect a patient identifier (e.g. Patient number) or some other indicator such that if we ask you, you can locate the information on that peer discussion. Additionally, please include in the SkyPort record on Peer Discussion what you, as the PT, learned in the process. Peer Discussion in the CE sense is a learning event, not a confirmation of treatment that is a Practice routine.

With respect to **Mentoring**, we request the name of the person mentored, the institution and the purpose of the mentorship (e.g. Dal PT student). Please note that effective June 1, 2017 on a go-forward bases, we will only consider mentoring hours to include Physiotherapy students, candidates for PT registration in NS and physiotherapy assistant students (PTA's) from a recognized educational institution (e.g. NSCC, Eastern College).

So how do I record CE Events on SkyPort? Go to SkyPort and enter your Registration Number and Password. Click on Portfolio in the bar at the top of the page. When the page refreshes click on the plus sign in the box to the left of Continuing Education. Click: Add new record, then click in the Category box and select one of the seven CE Categories as listed below. Next enter (you can continue to type past the end boundary of the box) the title or name or description of the CE event keeping in mind what has been written in paragraph one above. (Examples below). Next select the beginning date or end date of the event, and finally enter the time in hours and hit save. You will be asked if you want to upload a document and say yes if you have a certificate of completion or a description of the course etc., otherwise click Cancel and when the page refreshes the course should be there.

SEVEN CE CATEGORIES:

1) Educational events (Congress, courses, in-service's, workshops etc.)

Category	Description	Date	Hours
Educational Event	Palliative Care and Physiotherapists in-service at the western General Hospital.	12 04 2017	3
Educational Event	CE at NSCP AGM 2016	05 04 2017	4
Educational Event	Level 1 Acupuncture Certification Held Dalhousie University	15 12 2016	18

2 Credit courses (College or University courses, certification courses post. grad educ.)

Category	Description	Date	Hours
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Credit Courses	Masters in Health Care Held Dalhousie University	15 12 2016	18
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3) **Presentations** (Provision of workshops, training or presentations of PT related topics)

Category	Description	Date	Hours
Presentations	Preventing Falls, given to staff At Northwood Complex	17 11 2016	4

4) **Mentoring (max 60 hr per year)** (Providing direct supervision to a PT or PTA student or, candidate for Registration in NS). Record only the one to one time spent.

Category	Description	Date	Hours
Mentoring	John King, Dal PT student	02 02 2017	60
Mentoring	Owen King, Sponsored PT	01 03 2017	60

5) **Research** (participation in PT related research, or presenting PT related research)

Category	Description	Date	Hours
Research	Did Triple P Survey 2017	02 17 2017	10
Research	Did Jurisprudence prototype Survey for the new National Jurisprudence Exam.	04 31 2017	04

6) **Self Directed Study** (group study, readings of PT related journals, books, etc.)

Category	Description	Date	Hours
Self-Directed Study	Read CPJ article titled: You and Your Bones, Dec. Edition 2017	11 12 2017	1

7) **Peer Discussions** (case consultation, condition discussions, ethical queries etc.)

Category	Description	Date	Hours
Peer Discussion	Discussed patient (78932) re diagnoses and treatment plan with peers as treatment does not appear to be working. Learned of a new	12 11/2016	1

diagnostic test with an alternative
treatment plan.