

SKYPORT HAS ITS ORIGIN IN THE NSCP QUALITY PRACTICE PROGRAM

What is the NSCP Quality Practice Program?

The Mission of the Nova Scotia College of Physiotherapists is to assure that the interests of the public are upheld through the regulation and promotion of **safe** and **effective** physiotherapy services. Safe and Efficient services are reflected in the ongoing or continued capacity of a physiotherapist (you) to integrate and apply knowledge, skills and judgment required to practice safely, responsibly and ethically in your role\setting. The NSCP is required to assess your safe and efficient services (your competencies) and given that you the physiotherapist has the primary responsibility for maintaining your competence the NSCP developed the Quality Practice Program (QPP) to assess your competences. The QPP includes the following components: maintenance of a Portfolio, Continuing Education and Practice Assessment.

What is a Portfolio?

A portfolio is the collection of documents that identifies you, your experience(s) and your practice as a physiotherapist. It is the story of where you have been and how you have arrived at where you are at the present time. The portfolio is where you will store the tangible evidence of competency and continuing competency, the documentation of all your continuing education activities, your self- evaluations, your peer assessments/ audits, proof of Insurance, you resume and job description etc.

What is SkyPort?

In 2016 the NSCP launched a paperless, electronic space by building a portal through which NSCP members have access to their own personal, secure, confidential, and password protected Portfolio in the Sky. We are calling the space SkyPort, for Portfolios in the Sky. Eventually you will no longer be required to keep any paper in your portfolio, all of your data will be in electronic format in your SkyPort. In addition, you will upload Course Certificates and Proofs of Attendance and Insurance, Job Descriptions, Resumes, etc. to your SkyPort.. You also have the ability to bring your uploaded portfolio material from your SkyPort to your printer if you need to make a hard copy.

How do I navigate to and in SkyPort?

First go here: https://nsphysio.nicomhost.com/NSPHYSIO_MEMBER_PORTFOLIO/ (and Bookmark)

After you have entered your username and password and clicked on Login you have accessed your SkyPort; a welcome page has opened with a gray bar containing the headings: *Home, Portfolio, Hours Worked, Help, and Log Out*. When you click on *Home* you will be returned to the page that opened after you logged in, the welcome page.

When you click on *Hours Worked* you will see your personal information, your Classification, your home and work address as well as the last five (5) years of Practice, Volunteer and CE hours that we have on file for you. These hours are 2016 provided by you during the Renewal of Registration process in November of each year. The *Help* button brings you to a page that has a little information with more coming as required and the *Log Out* button... well it logs you out of SkyPort.

Now Click on *Portfolio* and when the page refreshes you will see your name just under the gray bar, your Registration number and your Classification. Below this on the left side you will see seven (7) titles each with a small box to its left containing a plus (+) sign. By clicking on the

plus box you open that topic, e.g. if you click on the plus box alongside Practice, you are able to see your last five (5) years of Practice hours and where your Employer; also note the plus box alongside Practice has changed to a negative (-) box and when you click on the negative box the Practice page closes.

Now to work; go to the Portfolio Checklist of Requirements [here](#): The first requirement on the checklist of Portfolio requirements is your Resume and the second is your Job Description. . Assuming your Resume is on the PC you are using to access your SkyPort then open SkyPort, click on Portfolio and click on the Upload button to the right of Resume and when the page opens click Browse, find your resume file and upload it by clicking on the word Upload in the lower left corner. Once your Resume is uploaded to your SkyPort click Close. Do the same for Job description. You have now started to build an electronic copy of your Portfolio!

If you wish to do more towards your next Portfolio Review have a look at the letter Portfolio Candidates received in 2017 [here](#).

Also, if you wish you can upload documents (e.g. Certificates, Annual CE Records, and completed Self- Assessment Forms) to Additional Information located on the bottom of the Portfolio category in SkyPort. To add documents etc. 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.

You may have noticed that you are also able to log your CE events in your SkyPort. Click on the plus sign alongside Continuing Education or if you want upload Certificates etc. by clicking on the plus sign alongside the last item on the Portfolio page: Additional Information. Feel free to do so because in reality everything you need in your Portfolio can be kept here. So get familiar with it and start using it, because once every 5 years you will be required to make your Portfolio available for assessment and if your SkyPort is up-to-date then you will have little if anything to do for your one in five years Portfolio Review.