

CHECKLIST FOR PORTFOLIOS



Physiotherapist Name: _____ Reg. # _____

Practice Category on License: _____

| | Mandatory | Optional | Present |
|---|-----------|----------|---------|
| RESUME | X | | |
| JOB DESCRIPTION | X | | |
| COURSE CERTIFICATES/ PROOF OF ATTENDANCE | X | | |
| PATIENT CARE SELF-ASSESSMENT TOOL | X | | |
| PROFESSIONAL SELF-ASSESSMENT FORM | X | | |
| LEARNING EXPERIENCE FORM | X | | |
| CONTINUING EDUCATION RECORD FORMS | X | | |
| Professional Membership card(s) | | X | |
| Copy of current license certificate | | X | |
| PCE Certificate | | X | |
| First Aid / CPR Certification (current) | | X | |
| WHMIS | | X | |
| Liability Insurance Certificate (MPI) | | X | |
| Other Degrees | | X | |
| Letters of reference | | X | |
| Summary of performance evaluation | | X | |
| Professional Association involvement | | X | |
| Sports events as a physiotherapist | | X | |

Please note that this is a checklist to help you in setting up your portfolio. The **mandatory** items are the ones you must submit when you are chosen for a portfolio review. The **optional** items are suggested processes and documentation for you to include for your own reference, and the **present** column is for you to check off whether in fact you have the documents or not.