



PEICOT

Policies & Procedures

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Provisional Registration –
Refresher Program

POLICY TITLE: PROVISIONAL REGISTRATION – REFRESHER PROGRAM

One of the main roles of the PEI College of Occupational Therapists (PEICOT) is to protect the public. Successful completion of a refresher program is one of the three ways in which an applicant with the appropriate academic qualifications for registration can demonstrate they have sufficient currency hours to demonstrate their current knowledge of and exposure to professional practice.

1.0 Definitions

College - Refers to the Prince Edward Island College of Occupational Therapists

Client - Refers to the direct recipient of occupational therapy service and may include the individual, family, caregiver, group, or organization that accesses the services of an occupational therapist

Clinical Practice - Refers to occupational therapy practice that has any amount of direct contact with a client e.g. expressing an opinion about the person's condition that will assist in determining eligibility for benefits or funding for treatment/services; communicating the results of an assessment; including clients in education/research; etc.

Currency Hours - Refers to hours of service within the scope of practice of a profession see Currency Hours policy.

Essential Competencies - Refers to the Essential Competencies of Practice for Occupational Therapists in Canada 3rd Edition

Non-Clinical Practice - Refers to occupational therapy practice that has no direct contact with and/or responsibilities to a client

Practicum - Refers to a supervised practice of 225 to 600 hours completed in either a non-clinical setting (research, teaching, management, etc.) or clinical setting (hospital, community, longterm care facility, etc.). In many instances, this will be an unpaid or volunteer time commitment.

Program Adviser/Practice Supervisor - Refers to an experienced occupational therapist, chosen by the applicant, who will help them to reflect on their current role, provide support in working towards meeting the required competencies and provide supervision as appropriate.

2.0 Purpose

2.1. The purpose of the Refresher/Re-entry Policy is to formalize and clarify expectations for applicants, registrants, the College, committees of the College and the general public.

2.2. The Refresher/Re-entry program may include:

- a) practicum and work log
- b) 10 hours of continuing education (see policy)
- c) evidence of compliance with the Essential Competencies
- d) two letters of attestation
- e) multi-source surveys (self and colleagues)

- f) successful completion of an approved examination or substantial equivalence process as prescribed by the College, if the applicant has zero hours of practice in the 10 years preceding the application for registration
- g) other components as are deemed appropriate

2.3. The Refresher Policy contains procedures for the various components of the program e.g. letter of undertaking, applying for provisional registration, approval of provisional registration, approval of plan for practicum, activities prior to, during and completing the program.

3.0 Procedures

Letter of undertaking

3.1. The applicant will submit the “Letter of Undertaking” form to complete a Refresher program to the College

Application for Provisional Registration

3.2. Applicant will submit the following information to the registrar/registration committee or designate:

- 3.2.1. Completed, signed, initialed and witnessed registration form
- 3.2.2. Criminal records check completed within six (6) months of application to PEICOT (including vulnerable sector check)
- 3.2.3. Color photocopy of validated picture ID (current passport or driver’s license)
- 3.2.4. Photocopy of birth certificate
- 3.2.5. Official transcripts (directly from the University)
- 3.2.6. Photocopy of degree
- 3.2.7. Documentation of successful completion of the National Occupational Therapy Certification Examination (NOTCE)
- 3.2.8. Professional liability insurance certificate

Note* If the applicant had been a member of PEIOTRB, PEICOT’s predecessor, they may not need to submit copy of birth certificate, official transcripts, copy of degree or documentation of successful completion of the National Occupational Therapy Certification Examination (NOTCE) as these may already be on file.

Please check with the registrar to verify what is on file.

Approval of Provisional Registration

3.3. The submitted information will be reviewed and if there are no gaps other than currency, a provisional License with the appropriate terms and conditions will be granted e.g. non-clinical, clinical, etc.

3.4. The term of the provisional registration will be dependent upon the gap in currency hours and the length of time of the required practicum (e.g. 6 months to complete 225-375 hour practicum):

- Some currency hours in 4 years = 225 hour practicum
- Some currency hours in 5 years = 300 hour practicum
- Some currency hours in 6 years = 375 hour practicum
- Some currency hours in 8 years = 450 hour practicum
- Some currency hours in 9 years = 525 hour practicum
- Some currency hours in 10 years = 600 hour practicum
- Zero (0) currency hours in 10 years = successful completion of an approved examination or substantial competency equivalence process prior to completing 600 hour practicum

Approval of Plan for Practicum

3.5. The applicant submits the following information for approval by the College:

3.5.1. Name of Program Advisor/Practice Supervisor – minimum criteria is as follows:

- A registrant in good standing with the Prince Edward Island College of Occupational Therapists and not in default of any obligations to the College
- Minimum of three years’ experience in the practice of occupational therapy, two of which must be in Prince Edward Island
- That the Program Advisor/Practice Supervisor not be placed in a conflict of interest situation as a result of working with the applicant

- Understands and supports the philosophy of the College

3.5.2. Location of the practicum

3.5.3. Time frame of the placement (proposed start date and finish date)

3.5.4. If employed, a copy of the current job description or a letter from the supervisor/manager outlining the job duties and responsibilities as well as the required qualifications for the position

3.6. Once approval has been granted the program can start

Prior to the Practicum

3.7. The applicant will discuss the following with the program advisor/practice supervisor:

- Evaluation materials (multi-source surveys, evaluation form, reflective practice exercises, etc.)
- Learning goals
- Supplemental reading materials
- Schedule of supervision/visits /contacts

During the Practicum

3.8. The applicant will complete the following activities during the practicum:

3.8.1 *Daily work log*

3.8.1.1 Listing of daily activities and reflections

3.8.1.2. Log must be shared with program advisor/practice supervisor

3.8.2 *Multi-source surveys*

3.8.2.1 Self

3.8.2.2 Colleagues

3.8.3 *Continuing Education*

3.8.3.1 10 hours of continuing education must be completed throughout the refresher/re-entry program; these hours are not to be included in the practicum hours

3.8.3.2 See Continuing Education Hours Policy for details

3.8.4 Supplemental readings as requested by the program advisor/practice supervisor

3.8.5 Compliance with the Essential Competencies

3.8.5.1 Review the document found at www.peiot.org under Resources Tab

3.8.5.2 Provide evidence as noted in indicators e.g. report samples, evaluations, etc.

3.9 The Program Advisor/Practice Supervisor will use the “Non-Clinical Practicum Evaluation” or the “Clinical Practicum Evaluation”, based on the Essential Competencies to evaluate the practicum.

Completing the Practicum

3.10 The following activities will be completed at the end of the practicum:

3.10.1 The Program Advisor/Practice Supervisor will review results of practicum evaluation with applicant

3.10.2 The Program Advisor/Practice Supervisor will submit signed evaluation and any other pertinent materials to the registrar

3.10.3 The Applicant will submit

3.10.3.1 Work log

3.10.3.2 Evidence of Continuing Education activities

3.10.3.3 Evidence of compliance with Essential Competencies

3.10.3.3.1 Report samples, evaluations, policies, minutes, etc.

3.10.3.4 Two Letters of Attestation

3.10.3.5 Other materials as appropriate

3.10.4 The College will review all materials submitted and make a decision to approve or deny full registration (clinical, non-clinical) to the applicant

3.10.4.1 If approved, the registrar will provide the appropriate documents to the applicant

3.10.4.2 If denied, options for bridging gaps or access to an alternative process may be provided

Please note * For the protection of the public, applicants who have successfully completed a supervised practice in a non-clinical setting will have terms and limitations placed on their license/certificate. They cannot work in a clinical setting without participation in a supervised practice in a clinical setting.

4.0. Monitoring

The College will be responsible for ensuring this policy is reviewed every two years

4.0 References

Components of this program have been adapted from College of Occupational Therapists of Nova Scotia, College of Occupational Therapists of Ontario, and the College of Occupational Therapists of British Columbia

Related Documents: Multi-source Feedback Surveys, Statement of Undertaking, Practicum Evaluation, Reflective Practice Exercises