

REGISTRATION AND LICENSING DIRECTION

Current and updated as of: January 6, 2026

Supervised Practice for Examination Candidates

Purpose:

The College of Physiotherapists of Manitoba (CPM) requires all Examination Candidate registrants (new domestically trained physiotherapy graduates and internationally educated physiotherapists) to practice under the supervision of a registered physiotherapist until the Examination Candidate has successfully completed an approved Entry-to-Practice Examination. (Please see Registration and Licensing Direction *Approved Entry-to- Practice Examination* for clarification).

The Supervised Practice model for new physiotherapy graduates is the standardized model for new graduates in most provinces across Canada. It is also used in other professions. The intent of the Supervised Practice Model for Examination Candidates is to:

1. Protect the public interest.
2. Support and foster further growth and development for the new graduate/internationally educated physiotherapist.

Policy:

The Examination Candidate has three attempts within two years of registering on the Exam Candidate Register to successfully pass an approved entry to practice examination defined by Council.

Definitions:

Clinical supervision is a formal process of professional support and learning which enables individual practitioners to develop knowledge and competence, assume responsibility for their own practice and enhance consumer protection and the safety of care in complex clinical situations. According to The Chartered Society of Physiotherapy, the professional, educational and trade union body for the United Kingdom's chartered physiotherapists, physiotherapy students and support workers, one of the principles of clinical supervision is that it involves a supervisor and a practitioner or group of practitioners reflecting on and critically evaluating practice.

Supervision is the critical observation and directing of a process to enhance performance and may be either direct or indirect. Supervisors are responsible for delegation of the caseload. Performance evaluations must be undertaken as part of supervision with a copy being sent to the College. All supervisors must be members of CPM and have been on the Active practice Register for a minimum of two years.

Direct Supervision means supervision must be onsite. During the initial period of supervision this would include direct assessment of the Examination Candidate's practice to assess when the Examination Candidate is competent to gradually transition to more indirect supervision.

Indirect Supervision – means that the supervisor may not be onsite but communication between the supervisor and physiotherapist is available through direct communication, i.e., telephone, confidential e-mail, virtual meeting, etc.

Supervision Approach and Supervisor's Responsibilities:

Since the Examination Candidate has not yet been deemed fully competent to practice independently, it is the supervisor's responsibility to monitor the activities of the Examination Candidate using both direct and indirect observation. A Supervision Plan will be submitted with the initial Supervision Agreement, outlining how the Supervisor will provide adequate direct supervision, with progression to indirect supervision, in their workplace/setting. It is also the responsibility of the supervisor to formally assess the Examination Candidate following a minimum of 10 days of supervised clinical practice. This assessment allows the supervisor to determine any modification to the supervision plan using the Initial Clinical Performance Tool.

The specific methods and level of supervision will vary depending on the supervisor's initial and ongoing assessments of the Examination Candidate's level of competency. Examples of methods of supervision can include:

- Direct observation
- Indirect observation
- Chart audits
- Meetings
- Case reviews
- Feedback from peers and other team members.

Availability by virtual means during direct supervision (e.g., Zoom/Teams) may be considered in certain circumstances such as remote/rural locations.

The supervisor is responsible for arranging supervision when not available, ensuring employer comprehension and acceptance of professional obligations regarding supervision, notifying CPM of permanent changes in the supervisor, mandatory reporting of incompetence or misconduct through the Complaints process, and completion and submission of evaluations as required including the Assessment of Clinical Performance (ACP).

Supervisor Eligibility Requirements

In order to be a Supervisor, a physiotherapist must:

- Be a registered physiotherapist with CPM on the Active Practice Register,
- Hold an unrestricted licence (e.g., not be subject to conditions on their licence or subject to fitness to practice proceedings or other orders).
- Have no conflict of interest (e.g., no relationship to the exam candidate)
- Have a minimum of two years of experience in independent practice in Canada (i.e., equivalent to two years on the Active Practice Register). If you have questions about this requirement, please contact the College,
- Be able to assess the quality of work performed (e.g., be working in the same area of practice),
- Have the same employer and work location as the Examination Candidate, and
- Not exceed a maximum of three exam candidates under supervision at any given time.

When the College considers a proposed Practice Supervisor, it takes that person's history with the College into account. For example, the College will note whether the proposed Practice Supervisor:

- Is the subject of a complaint or an investigation with the College
- Is involved in remedial activities directed by the College
- Has a history of practice concerns

Note: the final approval of the supervisor and the site rests with CPM and the Board of Assessors

Responsibilities of the Examination Candidate:

The Examination Candidate is:

- accountable for their actions and will have the same requirements for liability insurance as a full registrant;
- responsible for notifying CPM of permanent changes in the primary supervisor and/or change of workplace;
- is responsible for required submissions dependent if the Examination Candidate is on the two-exam or single exam pathway.
 - For the Two-Examination Pathway, the Examination Candidate must submit self-reported practice hours every 400 practice hours accrued until the 1200 hours have been met. The 400 hours will be counted across multiple employers if applicable. If 400 self-reported practice hours are not completed following 6 months on the Examination Candidate register, the Self-Reported Practice Hour form will be requested at that time;
- responsible for obtaining informed consent from the patients for their involvement in the patient's treatment.

The Examination Candidate may be in either a part time or full-time position. The Examination Candidate must also identify themselves as per Practice Direction *Titles, Credentials and Specialty Designations*.

Both the Supervisor and Examination Candidate must complete, sign and abide by the Supervision Agreement which outlines the roles and responsibilities of both parties.

Evaluation monitoring:

A new graduate, Internationally Educated Physical Therapist or re-entry candidate may have up to three supervisors as long as there is one supervisor with the primary responsibility for formal evaluations. The supervisor **must** assess the Examination Candidate following a minimum of 10 days in direct supervised clinical practice using the CPM form “Initial Clinical Performance Tool” located on the CPM website, to determine an appropriate level of supervision. The completed tool **must** be saved in the Examination Candidate’s file and may need to be provided to the College upon request.

A formal evaluation using the Assessment of Clinical Practice (ACP) tool must be completed by the supervisor(s):

- For the Two-Exam Pathway: every 400 hours accrued until the 1200 verified practice hours under supervision have been completed with the last evaluation occurring within four weeks of the Examination Candidate applying for the PBCA. A copy of the ACP evaluations must be submitted to CPM for review prior to the individual applying for the PBCA program.
- For the Single Exam Pathway: The supervisor(s) must submit an ACP every three months until the Examination Candidate has successfully passed the approved entry to practice examination. the Canadian Physiotherapy Examination (CPTE).

Further details on Supervised Practice and the PBCA program are available on CPM's website at www.manitobaphysio.com .