|  |  |
| --- | --- |
| Name of College-Approved  Practice Supervisor |  |
| Employer |  |
| Registration Number |  |
| Name of Resident |  |
| Employer |  |
| Registration Number |  |

Thank you for agreeing to supervise a Physiotherapy Resident. Your mentorship and guidance over the next couple of months will help this individual as they begin their professional career. If you haven’t already done so, please review your professional obligations as outlined in the [Supervision Standard](https://www.collegept.org/rules-and-resources/supervision) and the [Supervising a Physiotherapy Resident E-Learning Module.](https://rise.articulate.com/share/R8tu_RFhleXTdVTxwkksMtLGEPLTS63f#/)

The supervising physiotherapist remains responsible and accountable for ensuring that the standards of practice of the profession are upheld when individuals under their supervision are providing patient care.

The supervising physiotherapist must:

* maintain records that demonstrate the adequacy of their supervision.
* ensure that the person being supervised does not perform any ***controlled act\****that the physiotherapist is not rostered to perform.

This form is one way that you can keep track of the Resident’s progress while they are working with you.

|  |  |
| --- | --- |
|  | |
| When did you start supervising the Resident? |  |
| Did you review the Practice Supervision  E-Learning Module? |  |
| Please describe your supervision plan and your rationale for your plan of supervision for the PT Resident (based on their experience, patient population and conditions treated). What type of supervision is being provided? Frequency? |  |
| How has your supervision plan changed over time? |  |
| Tell us about a time when you directly observed the Resident conducting an assessment (remote or in person)? Please describe the presentation of the patient, the diagnosis, the consent process, the proposed treatment plan, and patient goals. |  |
| Tell us about a time when you directly observed the Resident performing treatment (remote or in person)? Describe the consent process, use of PTA, appropriateness of communication, draping (if applicable), appropriateness of treatment and patient’s response to treatment. |  |

**Supervision and Interactions Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Met** | **Type of meeting (e.g., virtual, in person, phone call, etc.)** | **Discussion had (e.g., observing treatment, assessment, goal setting, etc.)**  **What feedback did you provide to the PT Resident?** | **Outcome (e.g., describe the patient and type of conditions that were assessed, were there any cause for concern?)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Checking In:**

1. Has the Resident identified any learning goals or professional development activities? What information do you need as a supervisor to help identify gaps in their competency or opportunities for further learnings? The [Identification of Learning Needs](https://www.collegept.org/docs/default-source/quality-assurance/qmf_id_learning_needs_updated.pdf?sfvrsn=5189c9a1_0) resource may be helpful to you.
2. Tell us about the Resident’s clinical reasoning skills? Are they able to come to a diagnosis and create a treatment plan that is specific to the diagnosis? Are they improving over time?   
   Note your ongoing assessment of these areas through the period of supervision. Make sure you are examining in detail the clinical care provided to a patient and your conversation with them about their overall clinical decision making and rationale for care they provided?

**What Standards Tools and Resources Did You Use During the Supervision?**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| College [Standards](https://www.collegept.org/rules-and-resources) |  |  |
| We referred to the College’s E-Learning Modules: Consent, Ethics, Record Keeping, Working with Physiotherapist Assistants, Boundaries and Sexual Abuse |  |  |
| [Record Keeping Checklist](https://www.collegept.org/rules-and-resources/record-keeping/record-keeping-checklist) |  |  |
| [Chart Stimulated Recall Worksheet](https://collegept.org/docs/default-source/quality-assurance/qmf_chartstimulatedrecallworksheet.pdf?sfvrsn=f988c9a1_6) |  |  |
| [PTA Competency Checklist](https://www.collegept.org/docs/default-source/default-document-library/pta_competency_checklist160719.pdf?sfvrsn=fa9ccaa1_0) |  |  |
| [Sample Communication Plan (PTA)](https://www.collegept.org/rules-and-resources/supervision/sample-written-communication-protocols-or-plan) |  |  |
| [Written Plans for Managing Adverse Events](https://www.collegept.org/rules-and-resources/controlled-acts-and-restricted-activities/written-plan-managing-adverse-events) |  |  |
| [Written Process for Auditing Billing](https://www.collegept.org/rules-and-resources/fees-billing-and-accounts/written-process) |  |  |
| [The Go to Clinical Skill — Communication](https://collegept.org/rules-and-resources/supervision/sample-written-communication-protocols-or-plan) |  |  |
| [Steps to Ethical Decision Making](https://www.collegept.org/rules-and-resources/ethics) |  |  |
| [Is it PT? A Tool to Consider if Scope of Practice?](https://www.collegept.org/registrants/pt-resources/is-it-physiotherapy) |  |  |

**Assessing Clinical Decision Making**

Consider using the [**Chart Stimulated Recall (CSR) template**](https://collegept.org/docs/default-source/quality-assurance/qmf_chartstimulatedrecallworksheet.pdf?sfvrsn=f988c9a1_6) to provide feedback on not only clinical decision making, but other competencies such as collaborating with other health care professionals, record keeping and assessing the Resident’s understanding of health systems.

**Process**

1. Select 1 to 3 patient charts.
2. Met with the Resident to discuss the charts and delete or indicate N/A sections that don’t apply.
3. Use the questions from the CSR to gain an understanding of the Resident’s thinking about the care provided using questions relevant to the chart/case.
4. Provide verbal and written feedback, highlighting strengths and areas for improvement; consider what patient data the Resident collected, their clinical reasoning skills, use of evidence-based care, communication skills, understanding of other professionals involved in care, and evidence of reflective practice.
5. The CSR review can highlight areas from the Record Keeping review that could be improved.
6. Use the [Record Keeping Checklist](https://www.collegept.org/rules-and-resources/record-keeping/record-keeping-checklist) to assist you in reviewing the Resident’s records. You should do this at the start, midway through and at the end of the supervision period.