



# College of Physiotherapists of Manitoba

## Practice Based Competency Assessment

### Applicant Interview Process:

#### 1) Application Review

- In the Practice Based Competency Assessment (PBCA) application package you were asked to list all workplaces and supervisors over your supervised practice period. Your interview may relate to your experience in all of these workplaces. It is possible that more than one Supervisor will be interviewed.

#### 2) Evaluator Matching

- Based on the application review, you will be assigned an Evaluator. This will be a PT who has been trained to complete the interview component of the PBCA. Potential for conflict of interest will be reviewed prior to matching. If you feel there is a conflict of interest with the Evaluator you are required to inform CPM immediately. Note that changes of evaluator may extend the evaluation time but every effort will be made to reassign a new evaluator expeditiously.

#### 3) Scheduling the Interview

- Once an Evaluator match has been made, you will be contacted to schedule a time for the interview. The evaluator/CPM staff will be using the email address you have entered into your CPM profile as your “primary” email to contact you, so please ensure that this is a current email address and any changes to your contact information are updated with the College.
- The Evaluator/CPM staff will work with you to find a mutually suitable time to undertake the interview within one week of contact if possible. It is important that the interviews take place as expeditiously as possible to keep the processes moving along in a timely manner.
- The interviews will be completed either in-person or virtually using an accessible video conference platform and in either case will be recorded by the Evaluator. You may be required to download an application for the video conference and will be informed in advance what platform will be used.
- You may NOT record the interview by any means.
- Allow for up to 2 hours for the interview. Although it may not take a full 2 hours, please plan for that amount of time so that you are ready to start on time and are not rushed.

#### 4) Preparing for the Interview

- In preparation for the interview please think of patient scenarios from your practice experience that address the following competencies: informed consent, patient safety, physical therapy assessment, professional boundaries, professional ethics, use of external feedback, delegation of tasks and record keeping.
- You will be asked broadly worded questions and assessed not only on the content of your answers, but also on your communication skills and portrayal as a professional.
- An example of the type of question that may be included is:

*Describe a time when you asked for feedback or advice on your performance from another professional or a group (other than during a performance review).*

#### 5) Interview

- On the day of the interview, arrive or log into the video conference application at least 5 minutes prior to the scheduled start time.
- Test audio and video prior to beginning the video meeting.
- You will be required to agree to recording of the interview by the evaluator at the start of the formal interview.
- The Evaluator will complete your interview, but cannot provide any information regarding performance during or after the interview process.
- Answers will be scored against a standardized list of elements.
- Evaluators may ask follow-up or clarification questions to confirm your answer.

#### 6) After the Interview

- The Evaluator will review the scores from your interview and may go back over the recording to clarify any answers.
- The Interview score will form part of the overall score that includes the other submission requirements for the PBCA process.
- The evaluator will make a recommendation to the BOA Registration Committee regarding licensure, based on the cumulative score of all components of the assessment.
- You and your employer will receive written notification of the outcome of the assessment.