

- 2) Job Description Uploaded to SkyPort (Expert, Manager)
- 3) Last five years of CE Records on SkyPort (Scholarly)
- 4) Self-Assessment Units 1-3 (All)
- 5) Patient Care Self-Assessment Tool (Scholarly)
- 6) Learning Experience Form (Scholarly)
- 7) Professional Self-Assessment Report (All)

- c) On Site Review requirements:**
- 1) Expert role, 2) Communications, 3) Collaboration
 - 4) Health Manager, 5) Advocacy, 6) Professionalism
 - 7) Scholarly Practice (b above, 3, 4, 5, and 6)

As you can see from **b)** above the 2018 Portfolio Review involves seven requirements:

1. Resume,
2. Job Description,
3. past five years of CE records (2013 to 2017),
4. Self-Assessment Units 1-3,
5. Patient Care Self-Assessment Tool,
6. the Learning Experience Form and
7. Professional Self-Assessment Report.

These seven (7) tasks are to be completed, by you, by the end of April 2018. Once these seven tasks are complete your Portfolio Review is ready to be assessed in May. If it meets the standards then you will receive notification by the end of June and you won't hear from us again regarding another Portfolio Review until 2023, unless you are a carry over from last year, then you will hear sooner.

Portfolio Requirements 1, and 2: Uploading your Resume, and Job Description, go here:

https://nsphysio.nicomhost.com/NSPHYSIO_MEMBER_PORTFOLIO/ (and Bookmark site)

After you have entered your username and password (located at the top of this message) and clicked on Login you have accessed your SkyPort; a welcome page has opened with a gray bar containing the headings: *Home, Portfolio, Hours Worked, Help, and Log Out*. When you click on *Home* you will be returned to the page that opened after you logged in, the welcome page. When you click on *Hours Worked* you will see your personal information, your Classification and Area of Practice, your home and work address as well as stats on the last five (5) years of Practice, Volunteer and CE hour. The *Help* button brings you to a page that has a little information with more coming as required and the *Log Out* button... well it logs you out of SkyPort.

Now Click on *Portfolio* and when the page refreshes you will see your name just under the gray bar, your Registration number your Classification and Area of Practice. Below this on the left side you will see eight (8) topics each with a small box to its left containing a plus (+) sign. By clicking on the plus box you open that topic, e.g. if you click on the plus box alongside Practice, you are able to see your last five (5) years of Practice hours and your Employer; also note the

plus box alongside Practice has changed to a negative (-) box and when you click on that negative box the Practice page closes.

IMPORTANT: 1) the red **Username** and **Password** at the top of this email are yours and yours alone, they allow you access to SkyPort and the Renewal Registration system when it is up and running in November, so keep them in a safe place. 2) Our Executive Director Mark Williams is here to help, so email or call; he will work out a solution to your problem, whether it be an understanding of what is being asked, or the technological nightmare you see in computers, URL's, uploading or even downloading.

«**FIRST_NAME**»; the Portfolio Review is not meant to be a torture test, we know that as professionals you know the importance of being scholarly and using evidence-based practices, of sound communications and the need for a professional demeanor. And you also know it is the NSCP's responsibility in Law to ascertain how our members are achieving these core roles. So have fun and get it done!

Now to work:

Portfolio Requirement 1 and 2: the first requirement of the 2018 Portfolio Review is your Resume and the second is your Job Description. Assuming your Resume is on the computer you are using to access your SkyPort account then click on the Upload button to the right of Resume and when the page opens click Browse, find your resume file on your computer, click on it, click open and upload it by clicking on the word Upload in the lower **left** corner. Once your Resume is uploaded to your SkyPort click Close. We can tell you have uploaded your Resume because a date now appears in the box between Upload and View. Do the same for Job description. You have now started to build an electronic copy of your Portfolio!

Portfolio Requirement 3: last 5 years of CE Records (2013 to 2017). In 2017 you were requested to keep all 2017 CE events in your SkyPort account. If you did then you do not need to do anything re your 2017 CE records, as we have access to them. If you have not yet updated your SkyPort account with your 2017 CE records, then do so following [these instructions](#). **Do not** add any CE records prior to 2017.

Prior to 2017 your CE records were kept on a [CE record form](#) developed by the college. We need copies of these forms for the years 2013, 2014, 2015 and 2016 uploaded to the Additional Information section on the bottom of your SkyPort / Portfolio. NOTE: To upload Annual CE Record forms or other documents you want saved e.g. Awards, certificates etc.; go to Additional Information located on the bottom of the Portfolio category in SkyPort follow these instructions: Click on the plus sign to open "Additional Information"; click on Add New Record; select a Category and type in a description of the document; then date it and hit SAVE under the word DATE. In a moment you will receive a message asking if you want to Upload, click OK you do and proceed to upload the document.

Portfolio Requirements 4, 5, 6, and 7: (Self-Assessment Units 1-3; Patient Care Self-Assessment Tool; Learning Experience Form; and the Professional Self-Assessment Report) can be filled out on line in SkyPort; simply click on the little box to the left of the requirement and

follow the instructions. If you wish to print copies of the forms first, fill them out by hand and later transcribe the information into SkyPort then go [here](#) for copies of the forms.

Portfolio Review FAQ

Have a Question? Others have too. Check out the FAQ below to see if your question has already been asked and answered.

Your Q & A not below? Reply to this email with your question and we'll get you that answer.

a) *Do I have to participate?* Yes, if you plan on practicing in 2019, and no if you plan on retiring on or before the end of 2018.

b) *I do not have a Job Description, what should I do?* Write a short paragraph on what you do such that a reviewer of your Portfolio will have an idea of your current position.

c) *I no longer practice as a Physiotherapist, and/or I do not see patients, do I need to complete the Patient Care Self-assessment?* No, it is important for you to complete all these forms to the best of your ability and use the N/A (Not Applicable) indicator where appropriate.

d) *Why do you want 5 years (2013 through 2017) of CE Record forms?* Each year when you register you are required to inform the NSCP of the number of Practice, Volunteer and CE Hours that you cumulated in the previous year. These hours become the basis of your electronic data file and are used to determine your eligibility for renewing your registration (e.g. you are required to have 1200 Practice Hours in the previous five-year period, and 200 CE hours in the previous five year period) and these recorded hours also illustrate your efforts towards continuing competency. To fulfill the mandate of the College and to ensure the integrity of these measures we need to correlate your hours with our recorded hours.

e) *What if I went a year or two without acquiring any CE hours?* The current standard is to accumulate 200 CE hours in a five-year period, not necessarily 40 or any hours each year.

f) *I'm wondering if we have to scan and upload all certificates, receipts, etc. for all CE activities for the past 5 years, or just scan the summary record sheets ([Continuing Education Record Form](#)) for the past 5 years onto the SkyPort?* No, you do not need to upload all certificate etc. nor scan the Continuing Education Record Forms for the past 5 years. In 2017 you were required to upload your CE events for 2017, so we have them. But we do not have your CE records for 2013, 2014, 2015 or 2016. These you must upload to the bottom section of the Portfolio in Additional Information.

Sincerely;

Michael Sangster

Michael Sangster, Chair
Peer Assessment Committee