

**PRACTICE GUIDELINE****ISSUED: June 2017****REPLACES: 2015****Mentorship - Sponsoring a Physiotherapy Resident<sup>1</sup>****Responsibility:** College Members and Residents

The College views the role of the Sponsor as that of a mentor; there to guide and assist the Resident and ensure safe delivery of physiotherapy services. Mentorship provides the Resident with opportunities to consolidate skills, and learn through further experience, in a safe and supportive practice environment. A [Sponsored Practice Agreement Form](#) must be completed by both parties and submitted to the Registrar by the Resident Applicant as part of the registration process.

The College requires that the ...

**APPLICANT:**

1. Be thoughtful in selecting your sponsor and provide the sponsor with a list of identified goals.
2. Meet with the Sponsor at the end of the first two weeks, and then monthly, to review practice and complete the required reports.
3. Identify themselves to the patient as a Physiotherapy Resident and obtain their consent to provide assessment and treatment as per Practice Standards.
4. Sign all chart notes and professional correspondence as PT (Resident).
5. Submit [Resident Report Form](#) at the end of your first month.
6. Notify the College of any change in Sponsors.
7. Identify and report to Sponsor any concerns or safety issues; failing resolution, it is the Resident's responsibility to report it to the College.
8. Review and adhere to the Professional Practice Standards and Professional Accountability as set forth in the Code of Ethics.
9. Be responsible for their own actions including documentation and exam preparation.
10. Notify the Registrar, the Sponsor, and the Employer of their exam results immediately.

**SPONSOR:**

1. Must have two full years of independent practice and currently engage in a practice similar to that of the Resident. They must be registered in the General Register.
2. Will provide direct, 1:1 mentoring for the first two weeks, followed by a practice review meeting monthly, to discuss observed practice and areas of strength and weakness.
3. Must send a performance report, in the form required, ([Practice Review Report Form](#)) to the Registrar after the two-week meeting, and every month following that. It is expected that the Sponsor will have reviewed the report with the Resident.

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<sup>1</sup> A resident is a physiotherapist who has completed the written component of the national exam and is licensed to practice physiotherapy under the direct or indirect mentoring of an sponsoring physiotherapist.

4. After reviewing the performance of the first two weeks, and in consultation with the Resident, may determine the ongoing level of mentoring/observation required. Consideration should be given to include other methods of mentoring, such as intermittent direct observation, indirect observation, chart audits, face to face meetings, case reviews and feedback from other team members etc.
5. Must ensure that, while under their sponsorship, the Physiotherapy Resident is competent and that they practice safely. There shall be no risk to the public.
6. Must report to the Registrar, in writing, any issues of safety, incompetence or misconduct.
7. Must, in collaboration with the employer and/or Manager, ensure that team members and patients are informed that a Resident will be part of the Care team. Resident must wear a name tag that identifies them as a Physiotherapy Resident.
8. Should always be available to the Resident either onsite, by telephone or other means of telecommunication, or, arrange for another PT to be available.
9. Must notify Registrar if there is a change in Sponsor.
10. Adheres to the Professional Practice Standards and Professional Accountability as set forth in the Code of Ethics.

Time line	Sponsor Duties	Resident Duties
Day 1	Review Goals with Resident.	Share prepared goals with Sponsor.
Week 1	1:1 mentoring to establish skill level.	Open discussion of practice with Sponsor.
Week 2	Ongoing 1:1 mentoring	Open discussion of practice with Sponsor
End of week 2	Generate and Discuss Two Week Report with Resident and submit to Registrar. Discuss level of ongoing mentoring with Resident.	Review Two Week Report with Sponsor report with Sponsor. Discuss ongoing mentoring with Sponsor.
Week 3-4	Implement, and monitor changes in mentoring.	Working to achieve identified goals.
End of week 4		Generate and submit Resident Report to Registrar.
Week 4-6	Implement, and monitor changes in mentoring.	Working to achieve identified goals.
End of week 6	Generate and Discuss first month's progress report with Resident and submit to Registrar.	Review monthly report with Sponsor discussing goals and progress.
End of Week 10	Generate and discuss second month's progress report with Resident and submit to Registrar.	Review monthly report with Sponsor discussing goals and progress.
Week 14 and on	Generate and discuss monthly progress report with Resident and submit to Registrar.	Review monthly report with Sponsor discussing goals and progress.
PCE Exam	Pass =Duties end Fail = Continue with new plan and increased Supervision	Immediately notify Sponsor, Employer and Registrar of Exam Results and practice plans.

References:

Supervised Practice (Sec 33-34) of the Registration Regulations  
Professional Practice Standards  
Professional Code of Ethics

Essential Competency Profile 2009

Resources

Sponsored Practice Agreement Form  
Practice Review Form  
Resident Report Form