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## Terms of Reference Credentials Compliance Team

### Credentials Compliance Team structure

The Credentials Compliance Team (hereafter called the Credentials Team) is a branch of the Sport Physiotherapy Canada (SPC) National Executive Committee.

#### *Objective*

- Progress SPC toward National Executive Committee established ends.
- Ensure ongoing review and development of the SPC Credential Program.
- Ensure the SPC Credential Program system delivers the quality of candidate desired for the program.
- Promote the value of the SPC Credential Program.
- Investigate complaints of incorrect use of SPC Credentials and Registered International Sport Physical Therapist (RISPT) title.

#### *Composition*

- The Team leader will hold the title of Credential Officer.
- The Credentials Team shall consist of the Credentials Officer, the Chief Examiner and "Provincial Compliance Officers". The aim is to have one member from each province who should sit on their respective Provincial Section SPC committee. At least one member of the Credentials Team should be a Mentor and at least two should be Examiners.

#### *Communication*

- Meetings will be held via teleconference.
- The Credentials Team shall meet at least once per year to review the program and identify enhancements needed.
- The need for additional meetings will be determined based on identification of the program's needs which may involve the development of sub working groups to manage larger scale projects.
- Provincial Compliance Officers shall participate in their respective provincial SPC committee meetings (either in person or via conference call) and act as a liaison between the Credentials Team and their respective Provincial Section.

## *Finance*

The Credential Officer and Chief Examiner will identify the funds necessary for the Credential Team to operate, at which point they will communicate needs to the National Executive Committee for consideration and inclusion in the SPC Budget.

## **Credential Officer**

### *Duties*

- Planning & Reporting
  - o Report issues, areas of overlap or missing content within the Credential Program & Maintenance of Credential systems to the SPC National Chair.
  - o In consultation with the Credentials Team and SPC National Chair, the Credential Officer and Chief Examiner will identify and prioritize areas requiring revision or modification and subsequently prepare a plan of action to address identified issues.
- Credential Program
  - o Assist the Chief Examiner in reviewing applications for the SPC Certificate and Diploma Examination process.
  - o Ensure that appropriate experience and minimum requirements for exam registration are met by prospective candidates.
    - Verification would involve reviewing individual experience logs for clinic and/or on-field work while also ensuring that the two-year minimum has passed prior to challenging the Diploma exam following the candidate's Certificate exam.
  - o Review applications for candidates repeating either the SPC Certificate or Diploma Examinations.
  - o Discuss the application process and pass/fail issues with respect to Certificate and Diploma Examinations with the Chief Examiner and Examination Team.
- Database Management
  - o Review and manage the SPC member database annually.
  - o Identify members due for Credential Maintenance. Members who do not meet the minimum criteria will be placed on the "Inactive Status" list.
- Maintenance of Credentials
  - o Review the Maintenance of Credentials process and related documents annually.
  - o Ensure that all credential holders have the appropriate experience and meet the minimum requirements for Maintenance of Credentials.
    - Verification would involve reviewing individual experience logs for clinic and/or on-field work and ensuring that all fees have been paid in full
  - o Send out automatic reminders to maintain credentials three months prior to due date via email.
  - o Support the SPC Operations Manager, as required, by responding to Credentials Maintenance Program inquiries.
- Membership & Use of Titles
  - o Verify valid SPC membership.
  - o Respond to complaints regarding misuse of SPC Credential Program and/or RISPT titles/credentials.
  - o Verify registration with the International Federation of Sport Physical Therapy (IFSPT)
    - **Note:** only Diploma holders can register for RISPT credentialing

### *Appointment*

- The Credential Officer will be appointed by SPC's National Chair.

- The Credential Officer will report to SPC's National Chair and Chief Examiner.

#### *Term of Office*

- The term of office for the Credential Officer is 2 years.
- The Credential Officer may be re-appointed for successive terms.

#### *Qualifications*

- Practicing physiotherapist in Canada and be actively involved in sport physiotherapy.
- Currently holds a Diploma in Sport Physiotherapy.
- Well versed from a practical and academic standpoint with the SPC Credential Program. Should be familiar with the SPC Mentor System and SPC Examination process.
- Successfully progressed through the SPC Credential Program and completed at least one Maintenance of Credentials process.
- May be a member of SPC's National Executive Committee.

### **Credentials Team**

#### *Duties*

- Planning & Reporting
  - o The Credentials Team will review the Credential Program & Maintenance of Credential systems annually in order to determine if there are areas of overlap or missing content.
- Credential Program
  - o Review applications sent by the Credential Officer to ensure that appropriate experience and minimum requirements for exam registration are met by prospective candidate.
    - Verification would involve reviewing individual experience logs for clinic and/or on-field work while also ensuring that the two-year minimum has passed prior to challenging the Diploma exam following the candidate's Certificate exam.
- Database Management
  - o The Credential Team will assist the Credential Officer in the review and management of the SPC member database annually.
- Maintenance of Credentials
  - o Review the Maintenance of Credentials process and related documents annually.
  - o Review applications sent by the Credential Officer to ensure that appropriate experience and minimum requirements are met for Maintenance of Credentials.
    - Verification would involve reviewing individual experience logs for clinic and/or on-field work and ensuring that all fees have been paid in full
- Membership & Use of Titles
  - o Monitor the appropriate use of SPC Credential Program & RISPT titles/credentials.
  - o Provincial Compliance Officers will be responsible for monitoring compliance of title use within their respective provincial sections. In provinces where no volunteer is available or where the number of members is too large to manage, tasks will be divided equally amongst other committee members.

#### *Appointment*

- The Team members will be appointed by the Credential Officer, based on portfolios held.

#### *Term of Office*

- The term of office for Team members is two years.
- All members can be re-appointed for successive terms.

#### *Qualifications*

- Practicing physiotherapist in Canada and be actively involved in sport physiotherapy.
- Currently holds a Diploma in Sport Physiotherapy.