



Request for Proposal:

Entry to Practice Scoping Review and Research Design Project

The College of Physiotherapists of Ontario (College) is inviting submissions for proposals to conduct a scoping review and research design project for a detailed review of the entry to practice program for physiotherapists in Ontario.

Submissions must be received by **June 14, 2019**.

Background and Description of the Project

The College of Physiotherapists of Ontario's mandate is to protect the public interest and it is the body that regulates physiotherapists in Ontario. Its authority comes from the [Physiotherapy Act, 1991](#) and the [Regulated Health Professions Act, 1991](#). There are 25 similar bodies in Ontario that regulate other health professions.

An important component of this mandate is to ensure that physiotherapists who register for practice in Ontario are qualified, ethical and competent and safe practitioners.

To support this activity, the College, in conjunction with educators and other agencies, has developed a complex entry to practice program.

Of all the programs the College offers, the entry to practice program has one of the most direct impacts on patients and the College's mandate of public protection since its focus is on ensuring that the College only registers physiotherapists who can provide competent and ethical care.

The College's current entry to practice program has been in place without significant changes since 1993. Since the program has not been reviewed or evaluated in more than 25 years, the College believes that there is value in undertaking a complete review of the program.

The entry to practice program is complex and interacts and intersects with educational institutions, multiple agencies, other regulators, government and other stakeholders. Entry to practice program requirements have likely also evolved since the College first developed and implemented its program.

In order to plan for a complete review and evaluation of its entry to practice program, the College needs to obtain:

- A scoping review¹ of the literature on entry to practice programs and requirements including research on entry to practice credentialing and assessment, common practice and best practices as it relates to the credentialing and assessment processes supporting the registration of competent practitioners, and the impact of legal obligations for fairness and equity in entry programs,

¹ Scoping reviews are preliminary assessments of the potential size and scope of available literature and are intended to map the existing literature in terms of its nature, features and volume in order to determine the conceptual boundaries of a topic or field (Research guides at Temple University: What is a Scoping Review, Downloaded April 4 2019, guides.temple.edu/systemic-reviews)

- An overview of each of the components of the College’s current entry to practice program including their relationship to one another,
- A preliminary analysis of how the College’s current entry to practice program may align with or diverge from generally accepted current practices as determined from the scoping review,
- A plan for a complete and detailed review of the College’s current entry to practice program. The plan would outline the additional research and analysis required, as well as all other activities needed to conduct the complete review of the program and identify recommendations for changes to the current program. The plan should also propose timelines and costs that would be reasonably associated with a complete review. This may include changes that the regulator could assume on its own and changes that would require legislative change.

Purpose of the Scoping Review and Research Design Project

Ultimately the College wishes to undertake a complete and detailed review of its entry to practice program to ensure that that it meets the College’s obligation to ensure its members are qualified, ethical and competent practitioners. The College also wishes to ensure that its entry to practice program:

- Is not financially onerous for the College or stakeholders,
- Recognizes the organizational needs of the College and stakeholders,
- Is consistent with generally accepted practices for entry to practice programs,
- Meets all current statutory and trade agreement obligations,
- Uses assessment tools that are valid, reliable and defensible, and
- Is fair to all College applicants.

Prior to conducting the complete review, the College needs to have a scoping review and a research plan developed in order to ensure that it fully anticipates all aspects of the time and resource commitment of the full review.

This RFP is for the scoping review and research design project. The College anticipates that this project will enable it to fully understand the scope, time commitment and cost of a complete entry to practice program review before it commits to it.

The project is expected to take place from July 2019 to October 2019.

Expected Deliverables

1. A scoping review of the literature on entry to practice programs including both peer-reviewed and gray literature. This review would include research on entry to practice credentialing and assessment, common practice in regulatory entry programs, and the impact of legal obligations for fairness and equity in entry program,
2. A list and detailed description of each of the components of the College’s current entry to practice program, including:
 - a. those that are indirectly related to the College’s role (e.g. educational programs for physiotherapists, credentialing programs for physiotherapy education programs, development of essential competencies for physiotherapists)
 - b. those that the College contracts from other agencies (e.g. credentialing, examinations)
 - c. those that the College undertakes internally (registration, renewal, jurisprudence program)

3. A preliminary analysis of how the College's current entry to practice program may diverge from or align with generally accepted current practices or current requirement dictated by statute, regulation or trade agreement, as determined from the scoping review,
4. A plan for a complete and detailed review of the College's current entry to practice program. The plan would include additional research and analysis required, as well as all other activities needed to conduct the complete review of the program and identify recommendations for changes to the current program. The plan should also propose timelines and costs that would be reasonably associated with a complete review.

Submission Requirements

1. All proposals will be treated in confidence.
2. Proposals should be succinct yet comprehensive and include:
 - An outline of how the work will be undertaken.
 - Estimates of the time required for each part of the project.
 - The costs associated with each part of the project.
 - The qualifications of the project lead.
 - Identification of individuals involved.
 - Previous projects of a similar nature.
 - References.

Project Budget

The maximum budget for this project is \$75,000 including taxes. A detailed breakdown of the project components is required. This must include:

- Approximate number of days proposed for:
 - Conducting the scoping review,
 - Compiling the list and detailed description of the components of the College's current entry to practice program,
 - Identifying and analyzing apparent divergences between currently accepted practice and requirements and obligations and the College's current practices,
 - Developing the plan for a complete and detailed review of the College's current entry to practice program
 - Developing a final report.
- A projection of associated expenses.

Project Resources

Appendix 1 provides an overview of some of the major sources of information on the College entry to practice program.

The College also has subject matter experts available who may be able to assist the chosen consultant in understanding the entry to practice program and its components.

Consultant Selection Criteria

- a) Demonstrated research expertise
- b) Demonstrated experience in program review/evaluation
- c) Understanding of entry to practice processes for regulated professionals
- d) Understanding of the professional regulatory environment
- e) Thoroughness/quality of the submission
- f) Reasonableness of cost
- g) Availability
- h) Ability to meet timelines as determined
- i) Feedback from references
- j) A consideration of any potential, actual or perceived conflict of interest and how the consultant proposes to manage it

Deadlines

Anticipated timeline for project completion: **October 31, 2019**

Emailed submissions are preferred. Proposals must be submitted on or before midnight on **June 14, 2019** to:

Rod Hamilton, Registrar
College of Physiotherapists of Ontario
375 University Ave, Suite 800, Toronto, ON, M5G 2J5

Questions regarding this RFP should be addressed to Rod Hamilton:

rhamilton@collegept.org

tel. 416 591-3828 ext. 232 or toll free 1-800-583-5885 ext. 232.

Questions regarding this RFP must be received by May 10, 2019.

The successful candidate will be contacted in late June 2019. We look forward to receiving your response.

Appendix 1—Resources

- The College’s registration regulation prescribes the legal requirements for registration as a physiotherapist in Ontario: <https://www.ontario.ca/laws/regulation/980532>
- The College’s website contains considerable resources which describe the role of the College, its programs and its activities: www.collegept.org
- The College’s website also contains a section specific to providing information to potential applicants: <https://www.collegept.org/applicants>
- The website of the Canadian Alliance of Physiotherapy Regulators provides information describing its role, with a particular focus on its role in providing credentialing services and examinations to potential applicants for physiotherapy registration in Canada: <https://www.alliancept.org/>
- The website of Physiotherapy Education Accreditation Canada provides information describing its role to accredit physiotherapy education programs in Canada: <https://www.peac-aepec.ca/english/>
- The website of the Canadian Council of Physiotherapy University Programs provides information on physiotherapy university programs in Canada: <http://www.physiotherapyeducation.ca/CanadianPrograms.html>
- The website of the Ontario Fairness Commissioner provides information on its role to ensure that Ontario regulators have fair entry to practices processes: http://www.fairnesscommissioner.ca/index_en.php
- The website of the University of Toronto Physiotherapy Program provides information on the bridging program which assists internationally educated physiotherapists meet the requirements for registration in Ontario: <https://oiepb.utoronto.ca/>. Similar programs are also available at a number of other Canadian universities.
- <https://www.alliancept.org/bridging-programs/>
- This website has a list of all of the physiotherapy regulators in Canada. <https://www.alliancept.org/regulator-websites/>
- The website of the Canadian Physiotherapy Association provides information on working as a physiotherapist in Canada: <https://physiotherapy.ca/working-canada>
- The website of the Ontario Physiotherapy Association provides information on working as a physiotherapist in Ontario: <https://opa.on.ca/careers-in-physiotherapy/>
- The website for Ontario Health Regulators provides a complete list of all Ontario regulated health professions websites: <https://ontariohealthregulators.ca/learn/>