

# Internationally Educated Physiotherapists Information Package



PHYSIOTHERAPY  
ASSOCIATION OF  
BRITISH COLUMBIA





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BRITISH COLUMBIA

# Physiotherapy Association of British Columbia

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The Physiotherapy Association of British Columbia (PABC) would like to commend you on choosing to become a physiotherapist in British Columbia. In BC and across Canada, physiotherapy is a highly respected profession within the healthcare community and the public. The scope and breadth of our practice in BC will offer you many opportunities as you start your new career here. The journey ahead will be exciting and one that can be enhanced by being a member of your professional association. PABC is here for you!

In speaking with other internationally educated physiotherapists and our colleagues with the [University of British Columbia IEPEP program](#), we appreciate the unique challenges faced by those who have been educated and/or who have practiced outside of Canada. From these conversations, and drawing from many pre-existing resources we have for newly graduated physiotherapists, we have created this package to assist you with this transition.

As a member of the PABC, you are also automatically a member of the [Canadian Physiotherapy Association \(CPA\)](#) which carries additional benefits. Your membership dollars will go a long way toward improving the status of physiotherapy in BC and across Canada, funding national and provincial marketing and communications initiatives that represent the profession as a unified body to government, healthcare groups, and the general public.

Your membership will make a difference! With over 2300 members currently in BC alone, the more our membership grows the stronger our voice. Below are just a few of the ways that the PABC is working for you:

- Professional development - keep informed of educational workshops, conferences and courses (significant discounts on PABC courses).
- Access to resources such as: clinical library services and resources, and marketing tools.
- Strategies, information packages on private practice issues, free listings website listings, clinical practice toolkits and guidelines, and more!
- Up to date information on current issues through PABC's newsletter, Directions.
- Access to the Members' Only site on the PABC website.
- Free listing on PABC's directory for [Find a Physio](#) which is accessed by physicians, health service providers, and the public online through the PABC website.
- Networking opportunities with professional leaders.
- Promotional campaigns, lobbying and collaborative projects, which represent you to government, healthcare stakeholders, the public, and the media. These position physiotherapy as a leader in healthcare and rehabilitation.
- An opportunity to participate in setting the agenda for physiotherapy in the years ahead.

There are many reasons to join the PABC: pride in your profession, the knowledge that your membership is helping make a difference, and the extensive resources available to you as a member — such as networking and mentorship opportunities. Your Association wishes you the best as you begin your journey to become a physiotherapist in BC. In the future, we will seek your input on additional resources you deem helpful as you engage in your first few years of practice here. Remember that we are always here to help along the way.

Sincerely,

Christine Bradstock, CEO

# Internationally Educated Physiotherapists

## What you will find in this package

|     |                                                                                                  |    |
|-----|--------------------------------------------------------------------------------------------------|----|
| 1.  | <a href="#">Become a member of PABC</a> .....                                                    | 4  |
| 2.  | <a href="#">Organizations that are here to help you</a> .....                                    | 5  |
| 3.  | <a href="#">Physiotherapy Practice in Canada</a> .....                                           | 7  |
|     | a. Purpose of physiotherapy .....                                                                | 7  |
|     | b. Physiotherapist: occupational titles .....                                                    | 7  |
|     | c. Interview: Canadian physiotherapist .....                                                     | 7  |
|     | d. Physiotherapist Career Profile .....                                                          | 8  |
|     | e. Statistics on physiotherapy as profession .....                                               | 8  |
|     | f. Are you ready for physiotherapy practice in Canada? .....                                     | 8  |
| 4.  | <a href="#">Internationally educated physiotherapists (IEP) in Canada</a> .....                  | 9  |
|     | a. Things to know.....                                                                           | 9  |
|     | b. The employers' perspective .....                                                              | 9  |
|     | c. Stories of Success .....                                                                      | 10 |
| 5.  | <a href="#">Becoming a Physiotherapist in BC</a> .....                                           | 11 |
|     | a. Preparation .....                                                                             | 11 |
|     | b. Credentialing.....                                                                            | 12 |
|     | c. Exam preparation and Examination .....                                                        | 13 |
| 6.  | <a href="#">Tips to Writing a Multiple-Choice Exam</a> .....                                     | 14 |
| 7.  | <a href="#">Canadian Physiotherapy Association: Student Membership</a> .....                     | 15 |
| 8.  | <a href="#">Internationally Educated Physiotherapists Exam Preparation (IEPEP) Program</a> ..... | 16 |
| 9.  | <a href="#">How to Find a Job</a> .....                                                          | 17 |
|     | a. Where to Look .....                                                                           | 17 |
|     | b. Creating Your Resumé and Cover Letter .....                                                   | 18 |
|     | c. Example of a Resumé.....                                                                      | 19 |
|     | d. Writing your Cover letter .....                                                               | 20 |
|     | e. Interviews .....                                                                              | 21 |
|     | f. Things to Consider.....                                                                       | 22 |
| 10. | <a href="#">People You Will Need in Your Life</a> .....                                          | 23 |
| 11. | <a href="#">Points to Consider as a Physiotherapist when Accepting a Job</a> .....               | 24 |
| 12. | <a href="#">Organizing your Information</a> .....                                                | 25 |
| 13. | <a href="#">Determining Self-Employed versus Employee</a> .....                                  | 26 |
| 14. | <a href="#">Insurance Fraud &amp; Liability Protection</a> .....                                 | 27 |
| 15. | <a href="#">PABC's Knowledge Centre</a> .....                                                    | 30 |
| 16. | <a href="#">Social Media</a> .....                                                               | 30 |
| 17. | <a href="#">PABC Website</a> .....                                                               | 31 |
| 18. | <a href="#">Important Contacts</a> .....                                                         | 32 |



PHYSIOTHERAPY  
ASSOCIATION OF  
BRITISH COLUMBIA

## Become a Member of PABC

The Physiotherapy Association of British Columbia (PABC) gives BC registered physiotherapists a united front and a strong professional voice to government, insurance companies, other health care professions, patient advocacy groups, and the general public.

Physiotherapists must be registered with the College of Physical Therapists of British Columbia (CPTBC) to practice. Membership in PABC is a choice that reflects a commitment to the profession. You can obtain a membership in the PABC by joining the CPA (Canadian Physiotherapy Association) as a BC based physiotherapist.

### Join Now

Interested in becoming a PABC member? Learn about your eligibility.

[Visit the CPA website today!](#)

*\*Physiotherapy students enrolled in a recognized international credential bridging program may be eligible for free PABC/CPA memberships. Contact CPA to learn more.*

# Organizations Here to Help You

## Professional Organizations



**The Physiotherapy Association of British Columbia (PABC).** The role of the PABC is to promote the physiotherapy profession through advocacy, professional development, and career support. More information can be found on our website at [www.bcphysio.org](http://www.bcphysio.org).



**The Canadian Physiotherapy Association (CPA).** The Canadian Physiotherapy Association is the national association for physiotherapists. The CPA focuses on providing resources and advocacy to its 12,000+ members. The CPA is divided into provincial branches that represent the practicing physiotherapists and physiotherapy assistants in the area. More information about the Canadian Physiotherapy Association can be found on their website at [www.physiotherapy.ca](http://www.physiotherapy.ca).



**The College of Physical Therapists of British Columbia (CPTBC).** The College of Physical Therapists of British Columbia regulates the physiotherapy profession. The CPTBC aims to protect the public/patients by encouraging physiotherapists to respect the standards of practice of the profession and to support the ongoing improvement of physiotherapists throughout their career. In order to practice in BC, you must be registered with the CPTBC. More information about the CPTBC can be found on their website at <http://cptbc.org/>.



**The Canadian Alliance of Physiotherapy Regulators.** The Canadian Alliance of Physiotherapy Regulators (the Alliance) helps to regulate the physiotherapy profession through their evaluation services. Internationally educated physiotherapists, such as you, must have their credentials evaluated by the Alliance before beginning the process of working as a physiotherapist in British Columbia. The Alliance is also responsible for administering and evaluating the Physiotherapy Competency Exam. This exam is completed by both internationally educated and Canadian educated physiotherapists. More information on the exam can be found in this package, on page 15. For general information, please visit <http://www.alliancecpt.org/>.

# Organizations Here to Help You

## BC Programs/Organizations Helping Immigrants Find Employment



**Skills Connect for Immigrants Program.** Skills Connect is a BC government program helping skilled new immigrants move more quickly into jobs that match their professional experience and background. <http://www.skillsconnect.ca/>.



**Immigrant Services Society of British Columbia (ISS of BC).** ISS of BC offers a variety of support services for immigrants, including: career services, job search assistance, training, language education, and mentoring from professionals in your field. <http://issbc.org/>.



**MOSAIC.** MOSAIC provides specialized services to immigrants, refugees, and newcomers. It can help you in finding a job. MOSAIC staff members speak multiple languages; therefore, you may be able to receive consultation in your first language. <http://www.mosaicbc.com/>.



**S.U.C.C.E.S.S.**

**S.U.C.C.E.S.S.** S.U.C.C.E.S.S. is a multicultural, multi-service agency assisting people at all stages of their Canadian experience. S.U.C.C.E.S.S. delivers employment services “in a culturally sensitive manner to job seekers regardless of their cultural background and level of English language skills”. <http://www.successbc.ca/>.



**WelcomeBC.** WelcomeBC offers help and information resources to immigrants and newcomers to British Columbia. WelcomeBC will assist you with your settling process, gaining employment, becoming active in your community, and contributing fully to the social and economic prosperity of BC. <http://www.welcomebc.ca/home.aspx>

# Physiotherapy Practice in Canada

## Purpose of Physiotherapy

The Canadian Physiotherapy Association [created a brief video](#) about the purpose of physiotherapy. We recommend you to familiarize yourself with the Canadian outlook on physiotherapy.



<https://www.youtube.com/watch?v=wzaujT3ZEk8&noredirect=1>

## Physiotherapist: Occupational Titles

In Canada, physiotherapists may also have the following occupational titles (*source, [Human Resources and Skills Development Canada](#)*):

- clinical co-ordinator, physical therapy
- clinical co-ordinator, physiotherapy
- clinical physical therapist
- clinical physiotherapist
- consultant physical therapist
- consultant physiotherapist
- physical rehabilitation therapist
- physical therapist
- physical therapist, research
- physical therapy clinical coordinator
- physical therapy clinical specialist
- physical therapy officer, military
- physical therapy supervisor
- physiotherapist
- physiotherapist, research
- physiotherapy clinical coordinator
- physiotherapy supervisor
- registered physical therapist
- registered physiotherapist
- research physical therapist
- research physiotherapist
- supervisor, physical therapy
- supervisor, physiotherapy
- therapist, physical rehabilitation

## Interview: Canadian physiotherapist

To learn about some of the daily tasks that Canadian physiotherapists perform, [please watch an interview](#) with Anke Smit, a Canadian physiotherapist working in British Columbia (*source: [CareerTrekBC](#)*).



[https://www.youtube.com/watch?v=MvaDPQGSX\\_k&t=73s](https://www.youtube.com/watch?v=MvaDPQGSX_k&t=73s)

# Physiotherapy Practice in Canada

## Physiotherapist Career Profile

To better understand Canadian physiotherapy practice in terms of duties, earnings, work environment, job requirements, and more, please consult the [Physiotherapist Career Profile](#) page at **WorkBC**.

## Statistics on Physiotherapy as Profession

(salary, unemployment rate, workforce characteristics)

If you are interested in statistics available on the physiotherapy profession in Canada, the following resources are specifically for you:

[Canadian Institute for Health Information: Physiotherapists in Canada](#)

Here, you will find reports that include analysis of physiotherapy practice in Canada by demographics and other characteristics, such as: age and gender; basic and post-basic education in physiotherapy; year and province of graduation; post-basic education in other than physiotherapy; employment status; full-time/part-time status; type of employer; primary area of practice; total annual hours worked and position of employment.

[Labour Market Navigator: Physiotherapists \(NOC 3142\)](#)

This resource, created by WorkBC, lets you access information on employment outlooks for physiotherapists in Canada, unemployment rate among physiotherapists, occupation size, and more.

## Are YOU ready for physiotherapy practice in Canada?

It is time to find out! The Canadian Physiotherapy Association developed a [Self-Assessment Tool: Readiness for Canadian Physiotherapy Practice](#). This resource will help you understand the Canadian physiotherapy profession. It describes what physiotherapists who work in Canada are expected to know and do, and outlines the competencies or knowledge and skills that Canadian physiotherapists must have.

# Internationally Educated Physiotherapists (IEPs) in Canada

## IEP Resources to Consult

The following information resources were designed exclusively for you, the internationally educated physiotherapist.

### Things to know about working as a physiotherapist in Canada

A [brief video](#) focusing on issues related to obtaining a Physiotherapist licence in Canada (*source, [Canadian Foundation for Economic Education](#)*).



[http://www.cfeep2p.com/video\\_player.html?config=phys\\_expert.xml&lang=EN](http://www.cfeep2p.com/video_player.html?config=phys_expert.xml&lang=EN)

### Internationally educated physiotherapists: the employers' perspective

In [this video](#), employers who hire physiotherapists, in Canada, share their thoughts and experiences about internationally educated physiotherapists (*source, [Canadian Foundation for Economic Education](#)*).



[http://www.cfeep2p.com/video\\_player.html?config=phys\\_emp.xml&lang=EN](http://www.cfeep2p.com/video_player.html?config=phys_emp.xml&lang=EN)

# Internationally Educated Physiotherapists (IEPs) in Canada

## IEP Resources to Consult

### IEPs in Canada: Stories of Success!

The Canadian Foundation for Economic Education produced [six videos](#) in which former immigrants share their stories of becoming physiotherapists in Canada. You will hear from internationally educated physiotherapists from Columbia, India, Iran, Nigeria, and Philippines.



**Amarjeet Saini**  
Physiotherapist  
Country of Origin: India

102



**Jeffrey Andrion**  
Physiotherapist  
Country of Origin: Philippines

103



**Liliana Nino**  
Physiotherapist  
Country of Origin: Columbia

104



**Maryam Jabbari**  
Physiotherapist  
Country of Origin: Iran

To access videos visit: <http://www.cfeep2p.com/site/videosps.php?id=8&language=EN>



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# Process to Becoming a Physiotherapist in BC

**PABC welcomes you to British Columbia!**

In order to practice physiotherapy in BC, internationally educated physiotherapists (IEPs) must follow certain steps and provide specific documentation. Please see below.

## **Give yourself some time!**

**Learn about physiotherapy as it is practiced in Canada.** For example: know the duties of a Canadian physiotherapist; familiarize yourself with the workforce characteristics, work environment, and other aspects related to this occupation. Note: pages 8-11 of this package will help you gain access to information resources that you need to achieve this particular task.

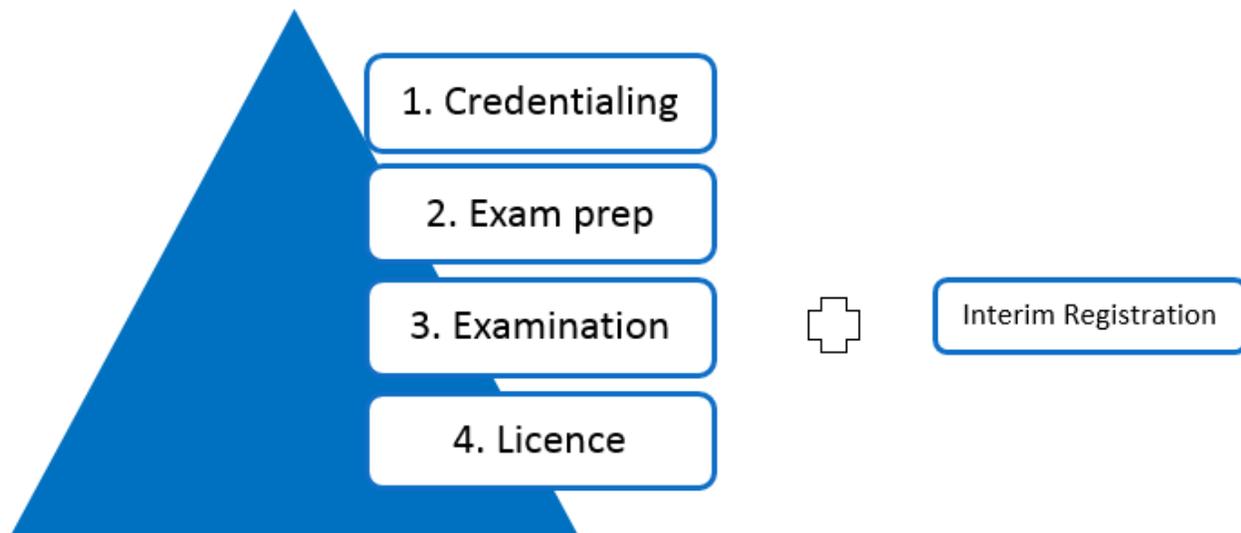
**Collect all relevant documents** (and, translate them into English, if necessary). Degrees, Diplomas or Certificates from universities, colleges or schools; program descriptions related to your studies, and transcripts of grades; reference letters and performance reviews from employers (source: [WelcomeBC Occupational Guides for Immigrants to B.C.: Physiotherapists](#)).

**Improve your English language and/or communication skills** (if necessary). If any part of your physiotherapy education was in a language other than English you must submit proof of language proficiency in English (source: [WelcomeBC Occupational Guides for Immigrants to BC: Physiotherapists](#)).

You may wish to enroll in an English language learning course and/or program, or test the level of your English language skills. Note: your English language has to be compatible with the Level 8 assessment on the Canada Language Benchmark Placement Test or equivalent English language proficiency test. Please consult the following resources for additional information:

- The Canada Language Benchmark Placement Test <http://www.language.ca/>
- TOEFL – Test of English as a Foreign Language [www.toefl.org](http://www.toefl.org)
- IELTS: International English Language Testing System <http://www.ielts.org/>
- English Language Services for Adults <https://www.bctea.org>

If you have questions about proof of English language proficiency, please contact the Canadian Alliance of Physiotherapy Regulators (<http://www.alliancept.org/>)



**Credentialing (Required).** In order to practice physiotherapy in British Columbia, you must first have your physiotherapy degree credentialed by the Canadian Alliance of Physiotherapy Regulators, the “Alliance” for short (<http://www.alliancept.org/>). Your degree will undergo assessment. The Alliance will decide whether your physiotherapy education is equivalent to that of a physiotherapist who was educated in Canada.

The credentialing process can take from six weeks to one year from the time the Alliance receives your documents. To apply for an assessment of your degree (start the credentialing process), please visit: <http://www.alliancept.org/becoming-credentialed/>

**Possible outcomes of credentialing:**

- Your education is determined to be equivalent to Canadian physiotherapy education and you are eligible to participate in the Physiotherapy Competency Examination.
- Your education is determined to be similar, but NOT equivalent to Canadian physiotherapy education and you must complete additional courses through the Prior Learning Assessment and Recognition (PLAR) program, in order to be eligible for the Physiotherapy Competency Examination.
- Your education is determined to NOT be equivalent to Canadian physiotherapy education and you must receive a degree from a Canadian institution

**Note:**

In the province of British Columbia, there is only one institution, the University of British Columbia, that offers an accredited physiotherapy program, the Master of Physical Therapy (MPT).  
<http://physicaltherapy.med.ubc.ca/programs/mpt-entry-level-program-3/>

To view a complete list of institutions offering accredited physiotherapy programs, in Canada, visit the site of the Physiotherapy Education Accreditation Canada (<http://www.peac-aepc.ca/english/accreditation/programs-with-accreditation-status.php>)

**Examination: Preparation (strongly recommended).** Once the Canadian Alliance of the Physiotherapy Regulators approves your credentials, you may register for the national Physiotherapy Competency Examination (PCE).

Enrolling in the **Internationally Educated Physiotherapist Exam Preparation (IEPEP) program** (see page 16), offered by the University of British Columbia, will assist you in preparing for the examination and gaining confidence in your knowledge of the Canadian physiotherapy practice. Please visit <http://www.iepbc.ca> for more information.

**Additional Opportunity – Interim Registration.** After successful completion of the credentialing process with the Canadian Alliance of Physiotherapy Regulators, and after registering for the first available sittings of both the written and clinical portions of the Physiotherapy Competency Examination, you may apply for the Interim Registration (through the College of Physical Therapists of BC). Interim Registration is a temporary licence that allows you to practice physiotherapy in BC under the supervision of the designated, qualified physiotherapist.

For more information, contact the CPTBC (see the **Important Contacts** section of this package) and visit <http://cptbc.org/applicants/registration-applicants/interim-registration/>.

### **Examination (Required)**

**Physiotherapy Competency Examination (PCE). The PCE consists of two parts:**

1. Qualifying Exam (QE) – written part of the exam, offered 6 times per year.
2. Physiotherapy National Exam (PNE) –clinical part of the exam, offered twice a year.

You must register for the Qualifying Exam first. Successful completion of the QE is required before moving on to the PNE portion of the exam. However, you are able to pre-register for the clinical component by completing the application form provided by the Canadian Alliance of Physiotherapy Regulators, whose mailing address can be found in the **Important Contacts** section of this package.

When you register for the QE, the Alliance sends you an Information Package consisting of all the information needed to complete the exam, including dates. The exam is comprised of multiple choice questions (see page 14 of this guide for tips) that are focused on basic sciences, physical therapy theory, research, assessment, planning and treatment, as well as scope of practice. In case of unsuccessful attempts, you will be able to rewrite the QE exam twice within two years of your first try.

The Physiotherapy National Exam, the clinical component of PCE, is designed to test your practical physiotherapy skills. You will be given the opportunity to demonstrate how you interact with and assess clients, as well as how you solve problems in certain situations. Like the written component, you may redo the clinical portion twice if you are unsuccessful the first time.

For detailed information regarding the Physiotherapy Competency Examination, visit the Canadian Alliance of Physiotherapy Regulator's (<http://www.alliancept.org/taking-the-exam/>)

**Licence (Required).** To work in B.C. as a physiotherapist, you must be registered with the College of Physical Therapists of British Columbia (CPTBC). For more information, please visit <http://cptbc.org/applicants/registration-applicants/>. CPTBC contact information is available in the **Important Contacts** section of this package.

# Tips to Writing a Multiple-Choice Exam

## How to Study

It is often effective to study each section separately. When studying for Part One of the PCE, break up your information into sections of similar knowledge.

- Theory
- Research
- Assessment
- Planning
- Treatment, etc.

Study the material you have for one section and then try to summarize all of the material without referring back to your notes. Of course, it is okay to re-read your notes after to see if you are forgetting any important information.

Because multiple choice exams involve both recall and understanding, it is helpful to memorize key words and what they mean. It is also important to understand how key words/phrases relate to physiotherapy.

A good way to study for a multiple-choice exam (or any exam) is to test yourself. The Canadian Alliance of Physiotherapy Regulators has sample questions as part of their examination orientation guide: [http://www.alliancept.org/wp-content/uploads/2016/08/CAPR\\_PCE-EssentialCandidateGuide\\_EN.pdf](http://www.alliancept.org/wp-content/uploads/2016/08/CAPR_PCE-EssentialCandidateGuide_EN.pdf)

## Writing the Exam

- Read each question carefully!
- Underline the important words.
- Try to put the question into your own words so that it is easier to understand.
- Try to come up with the answer to the question before looking at the choices.
- Skip difficult questions and come back to them later instead of focusing on them for a long period of time. If you must guess, guess strategically – cross out any answers that you know are wrong to narrow down your options.

# And, Don't Forget To...



## Join the Canadian Physiotherapy Association

<http://www.physiotherapy.ca/>

Join the Canadian Physiotherapy Association (CPA) and **get reduced Malpractice Insurance rates**. Once you have been credentialed, have applied to write the exams, and before you apply as an Interim Registrant with the CPTBC, you will need Malpractice Insurance. By being a member of the CPA you get greatly reduced malpractice insurance rates, as well as access to the national network of your peers and a wealth of practice resources. Visit the CPA website for Membership Application information. ***Your CPA membership includes your PABC membership.***

## Canadian Physiotherapy Association: Student Membership

### Student Membership Eligibility

You are eligible for FREE physiotherapy student membership if you are enrolled in a recognized International Physiotherapy Graduate Bridging Program (ex. IEPEP Program at UBC). For more details, please visit <http://www.physiotherapy.ca/Membership/How-to-Join>.

All Bridging students (students participating in programs similar to the IEPEP Program) also qualify for the New Grad membership status (discounted rate) once they have graduated.



# The Internationally Educated Physiotherapists Exam Preparation (IEPEP) Program

## The University of British Columbia

### IEPEP Program

The IEPEP Program is a self-directed program that assists Internationally Educated Physiotherapists (IEPs) in their preparation to sit the national Physiotherapy Competency Exam (PCE) and to enter into clinical physiotherapy practice in British Columbia. The IEPEP program encompasses both theoretical and practical components, and includes practice examinations and workshops which focus on knowledge, clinical skills, and clinical reasoning (*source, UBC <http://iepbc.ca/>*)

For further details, please contact the representatives of the IEPEP Program at the University of British Columbia, UBC (see the **Important Contacts** section of this package).

# How to Find a Job

## Where to Look

### Physiotherapy Association of BC: Job Postings – PABC Job Board

<http://bcphysio.org/jobs>

### Canadian Physiotherapy Association: Job Postings

<https://www.physiotherapy.ca/mrm/directory/memjoblist.aspx?from=hub/accounthub.aspx>

## Specific to British Columbia

**Health Match BC** (a free health recruitment service funded by the Government of BC)

[www.healthmatchbc.org](http://www.healthmatchbc.org)

**Provincial Health Services Authority** (manages recruitment and hiring for all of BC)

<http://careers.phsa.ca/default.htm>

**Vancouver Coastal Health Authority** (manages recruitment and hiring for Vancouver, Vancouver's North Shore, Richmond, the Sea-to-Sky Highway, Sunshine Coast, Bella Bella, Bella Coola, the Central Coast and the surrounding areas) <http://www.vch.ca/>

**Vancouver Island Health Authority** (manages recruitment and hiring for Vancouver Island, the islands of the Georgia Strait, and in the mainland communities north of Powell River and south of Rivers Inlet) <http://www.viha.ca/>

**Fraser Health** (manages recruitment and hiring for communities from Burnaby to White Rock to Hope)

<http://www.fraserhealth.ca/>

**Interior Health** (manages recruitment and hiring for the interior of the province, includes larger cities such as Kelowna, Kamloops, Cranbrook, Penticton and Vernon, and a multitude of rural and remote communities) <http://www.interiorhealth.ca/Pages/default.aspx>

**Northern Health** (manages recruitment and hiring for the northern part of BC, including larger cities such as Prince George, Prince Rupert, Terrace, Fort St. John, and Quesnel, as well as many smaller and more remote communities) <http://careers.northernhealth.ca/>

**Therapy BC** (Connecting Pediatric Therapists & Job Opportunities) <http://www.therapybc.ca/>

# How to Find a Job

## Creating Your Resumé and Cover Letter

### The DO's

- Use easy to read fonts.
- Keep information consistent (font size/type, headings, spacing).
- Keep information up to date. Some employers keep your resumé on file for several months so it is important to keep your contact information the same.
- Keep information relevant to the job you are applying for and placements that you have done.
- Have a friend review it for you.
- Emphasize your education and your experience.
- Awards received in University.
- Edit and proof read your resumé many times.

### The DON'T'S

- Avoid using personal pronouns, abbreviations and acronyms.
- Do not include personal/confidential information, i.e.
  - Marital status
  - Pictures
  - University transcripts
- Do not list information that is not accurate. Do not try to improve your resumé by listing jobs positions/descriptions that are not accurate.

## Build connections to your profession – begin networking!!!

Many job vacancies are not advertised. To find out about jobs that are not advertised, you must make connections with working physiotherapists and others in the sector. Working as a volunteer is a good way to meet people. Strive to understand Canadian workplace culture, and improve your English language and communication skills.

# Example of a Resumé

## John Smith

1111 Morning Side Road  
Vancouver, BC V5X 1J5

**Mobile:** (604) 325-5698

**Email:** [johnsmith@gmail.com](mailto:johnsmith@gmail.com)

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## Objective

To hold a physiotherapist position with Optimal Physiotherapy and Rehabilitation Centre.

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## Education

Kings College

London, England

**MSc in Physiotherapy** (2009 – 2011)

London South Bank University

London, England

**BSc in Physiotherapy** (2005 – 2009)

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## Employment History

**December 2011–September 2012: Sports Physiotherapist**

Sports Physiotherapy and Injury Clinic

London, England

## Responsibilities

- Managed a varied caseload of sports injuries.
- Specialized in ankle sprains and other joint injuries.
- Participated as a key member of a multidisciplinary team.
- Utilized equipment to ease pain, improve range of motion and reduce swelling.

**September 2011 – November 2011: Student Placement Physiotherapist**

Sports Physiotherapy and Injury Clinic

London, England

## Responsibilities

- Assisted physiotherapist with caseload of sports injuries.
- At times, assessed patients under the supervision of physiotherapist.
- Kept logs of patient care for physiotherapist.

## References

Available upon request

# How to Find a Job

## Writing Your Cover Letter

You can have a template for your Cover Letter, but take the time to make it unique to each position you are applying for.

Make sure that you have the correct spelling of names and businesses.

Highlight how a placement/volunteer/job experience relates to the position you are applying for.

In your Cover Letter, it is important to include information such as:

- How did you hear about the position?
- When are you available to start working?

### Check List



- Good resumés show how your qualifications fit the requirements of the jobs you are applying for.
- Good resumé objectives focus on the employer's needs.
- Tailor your resumé for each occupation or job of interest.
- Use action phrases.
- Include quantifiable results where possible.
- Identify coursework relating to the employer's needs.
- Be sure to use some of the language that is used in the job description.
- Have your resumé proof read by peers.

# How to Find a Job

## Interviews

### Interview Tips

- Know exactly where the interview will be and how long it will take you to get there.
- Regardless of the setting, wear professional attire.
- Make sure you've done your research on the employer/organization.
- Try to find out how long it will take and who will be interviewing you so you can do some background research.
- Interviews often contain scenarios of clinical situations. **PRACTICE before the interview.**
- Bring a copy of your resumé.
- Bring a typed page with contact information of your references.
- Be sure to give your references notice about the job you are interviewing for and that they might be contacted.
- Have a few key questions to ask at the end of the interview to show your interest in the position.
- How would you describe the work environment?
- What do you like about working here?
- Are there mentorship opportunities?
- Are there internal courses offered?
- What are the benefits like?

### Common Interview Questions

- Give an example of how you have handled conflict in the past.
- What will make you unique as a physiotherapist?
- What skills will you bring to the team?
- What are you going to do to make sure your patients come back?
- What is your philosophy of treatment?
- What is your 5-year plan?

# Things to Consider

Once you are offered a job, there are a few things to consider:

## Offer Letter

You should get an offer letter. Read it carefully. Is it the same information as you discussed in your interview? If not, do not sign it until you have clarified the information. Are you in a unionized position? You will need a copy of the collective agreement. Always keep a copy of anything that you have signed.

## Money Issues

- Know how much you are going to be paid before you accept the job.
- Pay can be per hour, per patient, on salary, union scale.
- Are you paid if you clients cancel due to bad weather, etc.?
- Does the clinic take a percentage of your pay? Ask around to see what a normal percentage is.
- If your employer does not remove income tax, you may end up paying \$10,000 to \$20,000 at the end of the year towards income tax. Consider paying in installments.

## Benefits

Are benefits included in your salary or do you get something “in lieu” of benefits? Usually you will receive a percentage for holidays and another for other benefits. You need to figure out if you can get private insurance for the same amount of money. Often, contract employees in private practice do not receive benefits.

## Medical Insurance

What is covered? Medications, private rooms, dental, physiotherapy etc.?

## Long-term Disability

What is covered? How much coverage do you receive and over what period of time? Remember you will only be covered for the length of your employment. If you work at a clinic and a hospital you would need coverage from two different long-term disability plans. Remember: long-term disability is extremely important; it is easy to get hurt as a physiotherapist.

## Sick Leave

Do you have a certain number of days per year?

## Educational

Does the employer support continuing education? Do you have paid educational leave days per year? Is there an education fund that you can apply to when taking courses, or does the clinic pay for you?

## Performance Appraisal

Usually an employer will insist upon a three-month probationary period followed by a performance appraisal. You need to know what the appraisal is based on, who will conduct the appraisal and how often you will have additional appraisals.

## Vacation

When can you actually take vacation? As a new graduate/physiotherapist you may not be able to get time off when you want it because often vacation allowance is based on seniority. Do you have to “bank” days before you take them? Basic vacation is usually 2–4 weeks per year but you need to check.

# People You Will Need in Your Life

**Lawyer:** To help review clinic contracts, etc.

**Investment/Financial Advisor:** You will be making money so make sure that your money is making money for you.

**Accountant:** You might have interesting things happening in your financial life that you need help with. Are you going to be self-employed or a consultant? This impacts your taxes.

## Points to Consider when Negotiating Your Contract

### Assess your Leverage

- Research the market in your area for physiotherapists with your qualifications and evaluate their worth to employers.

### Negotiating the Essential Terms

- Duties: Expect an outline of your central job responsibilities in the contract, including hours.
- Salary and Benefits: Compensation can be based on a percentage split, hourly wage, or a per-patient fee. Are bonuses or incentives included in your contract?
- Expenses: Will you be reimbursed for technology? Continued education courses? Association dues?
- Terms and Termination: Does your contract specify a time period, during which you can only be terminated with cause? If so, what is caused defined as in this case? Are renewal options outlined?

### Review the Contract with a Lawyer

# Points to Consider as a Physiotherapist When Accepting a Job

- Consider having a lawyer review the contract to explain the details and possible scenarios described within the contract (e.g. leaving the job, working for other clinics, remuneration, termination etc.).
- Be clear on the relationship you will have with the payer (e.g. employee vs. contractor).
- If you are accepting a position as an employee, make yourself aware of the employer's expectations and your rights as an employee. For example: Notice of termination, Vacation and sickness pay, Remuneration, Meal breaks, Overtime, Maternity leaves, Holidays, Emergency leaves, Severance, etc.
- If you are accepting work as a contractor, make sure you understand the difference between that and an employee, and how to ensure you meet the criteria to be considered a contractor. **Refer to Tables 1 & 2 on pages 26-27 for assistance.**
- Determine what type of work restrictions/conditions you are comfortable with in the agreement. Many clauses are negotiable and the clinic owner will be (appropriately) negotiating a contract that is in their best interests.
- If you are a contractor, be certain to maintain an individual business profile. This includes marketing yourself, having a separate office, providing invoices to the payer, and not attending staff functions.
- Contractors must either provide their own tools and workspace or pay the owner for rental and lease of what is provided. This should be a flat, monthly fee separate from work pay.
- Education allowances can only be offered to employees and not contractors. If one is offered to you as a new employee, ask how it may be used, when it must be used by, and how it is applied (i.e. does the clinic owner pay for the course or will you be reimbursed).
- Employees should be aware of any probationary periods and what benefits they are entitled to during that time or at which point they come into effect.

# Be Organized!

**Organize and record all of your information and resumé into file folders so you have a comprehensive list of everything you have done in these areas:**

## **Education**

- Formal: degree, course outlines, major projects/papers
- Courses/Conferences: outlines, list of participants
- Informal: journal clubs, in-services

## **Practice**

- Clinical Placements: supervisor's name, contact information, evaluations
- Job Descriptions: organization, boss, types of patients, reports, rounds, assessment tools and treatment techniques
- Performance Appraisals and Clinical Evaluations
- Supervisory Roles: physiotherapy assistant

## **Research**

- Courses at school and case studies from clinical placements
- 4th Year Project: keep a copy of abstract, paper with corrections and comments from advisor
- Helping with any research during school or placements or your new job

## **Professional**

- International: conferences, working with the Olympic team, etc.
- National: Canadian Physiotherapy Association
- Provincial: licensing body i.e. College of Physical Therapists of BC
- Local: interest groups i.e. sports physiotherapy

## **Teaching**

- Patient education during placements, work
- In-services provided to other staff
- Helping with the University/Faculty
- Supervising students

## **Contacts and Networking**

- Class list with "home" contacts
- List of people that you have worked with
- List of participants from courses and conferences

# Determining Self-Employed versus Employee

The CPA advises all physiotherapists, whether employers, employees or contractors, to seek legal advice concerning employment contracts.

As there are many individual factors to consider when creating or signing a contract it is not possible for the CPA to present all employment situation possibilities. It is the responsibility of the parties concerned to confirm that the contract supports the requirements for self-employed or employee physiotherapists.

Be certain about the terms of your contract with your employer. For additional information visit:  
<https://physiotherapy.ca/independent-contractors>.

# Insurance Fraud & Liability Protection

## What You Need to Know

Insurance fraud comes in many forms. With electronic records and easier access to information, health care practitioners are being targeted for identity theft. Through the illegal use of a practitioner's name or other identifiable information, fraudsters obtain payment for health care services that were never provided.

### What Health Care Practitioners Should Know

Insurance fraud can impact you in several ways. You could suffer from loss of reputation, be subject to police investigation and may need to hire legal counsel to clear your name. You could find it difficult to get treatment approved for your clients or receive payment from insurers.

### The Scenario

One way in which fraud may be carried out is when clinic owners/operators and others in the system misuse the signatures and credentials of health care practitioners. They steal a health care practitioner's name and College registration number and forge signatures. They use this to falsify client records of treatment and assessment plans that were never provided and insurance payments are then forwarded to a phony address.

This could also happen where health care practitioners leave a practice and the clinic fraudulently uses their signatures and information after they leave.

### Warning Signs for Health Care

- Suspicious Documents: Are you seeing treatment and assessment plans, invoices or other records that look altered or forged? Have you seen documents that do not match your own records?
- Suspicious Activities: Is a client complaining about receiving a bill for a service he/she never received? Is a client reporting an inconsistency between a treatment and assessment plan and his/her records?



### What Health Care Practitioners Can Do

You can be a gatekeeper to prevent fraudulent health care claims. Exercising your responsibilities appropriately will help reduce potential risks, save money, reduce premiums and protect consumers.

If you hear from insurers or law enforcement about possible identity theft, take note of the warnings. By being vigilant and taking steps to safeguard your information, you can build protection and increase efficiencies to reduce identity theft.

# Insurance Fraud & Liability Protection

## How Health Care Practitioners Can Protect Themselves

- Inform the Regulatory College when you move from one clinic/facility to another.
- In the auto insurance system, treatment plans must be signed by the provider and the patient. Never sign blank treatment and assessment plans.
- Explain the treatment and assessment plan to your client. Ensure that your client signs only if he/she understands the goods and services being proposed, the costs and the goals of treatment.
- Maintain a record of the services and treatments you provide, as listed on the invoice, to provide you with proof to refute fraudulent claims.
- Check that the insurance company notifies the client in writing when they decline all or part of a treatment and assessment plan. The insurer should clearly identify what portions of the plan they will or will not pay for, and the reasons for declining payment.
- Do not provide a third party with your personal information to process invoices on your behalf.
- If someone else in the clinic regularly submits invoices on your behalf, understand that you have the right and responsibility to review these invoices for accuracy.
- Audit your records on a regular basis to spot inconsistent or suspicious documents.
- Review your billing and payment procedures from time to time to address new risks.
- Report any suspicious activity immediately.

### Reporting Suspicious Activity

Contact the Regulatory College and the Insurance Bureau of Canada  
(604) 684-3635, <http://www.ibr.ca>

### For Additional Information

The Financial Institutions Commission (FICOM)  
(604) 660-3555, [www.fic.gov.bc.ca](http://www.fic.gov.bc.ca)

# Insurance Fraud & Liability Protection

## CPA Liability Protection

All registered physiotherapists are required to carry professional liability insurance. As a member of CPA/PABC, you get the insurance from the largest, most secure professional liability program available for physios when you are licensed to practice in the Province of BC. For more information, visit: <https://physiotherapy.ca/insurance>.

# PABC's Knowledge Centre

As a valued PABC member, you have access to our Knowledge Centre, a unique clinical library service. Our Knowledge Services Manager, a professional librarian, is available to answer your questions about your clinical practice and research needs. As well, the Knowledge Services Manager delivers webinars and builds toolkits along with our PABC Knowledge Team.

The Knowledge Centre and Services is your prime source for reliable and valid information to continue your professional growth. The Knowledge Services Manager, along with our physiotherapist Knowledge Broker provide a number of benefits to our members, including:

1. Provide personalized reference (literature searching) and research support.
2. Locate articles, research, or other information sources.
3. Assist you in setting up database alert services to keep you up to date with new research and professional news.
4. Provide training support to help you find articles as part of your evidence-informed practice (including how to use eHLbc databases).
5. Create search aids, training guides, and online tutorials.
6. Add key physiotherapy resources to the virtual library.
7. Keep you informed of new library initiatives through regular communications: email, Directions (newsletter), Facebook, and Twitter.

## Social Media

### Stay Connected with PABC



Find us on [Facebook at Physiotherapy Association of British Columbia](#)



Follow us [on Twitter @bcphysio](#)



Join us [on YouTube at Physiotherapy Association of British Columbia](#)

# PABC Website

[www.bcphysio.org](http://www.bcphysio.org)

Did you know that if you are a member of PABC, there is a **Members' Only** section of the website made just for you? This section contains tons of useful information and resources that can be helpful as you enter professional practice. Are you looking for a webinar on how to deliver the Program of Care for Acute Low Back Injuries, a tracking tool for patients in hospital, clinical practice guidelines most appropriate in the home care setting, or the latest guidelines for treating patients in the auto insurance sector? Look no further than our members' only section.



If you are unsure of your Login ID or password, or are having any trouble logging in, contact us:

E-mail: [office@bcphysio.org](mailto:office@bcphysio.org)

Telephone: (604) 736-5130, Extension 1

Toll Free: 1(888) 330-3999, Extension 1

# Important Contacts

## Physiotherapy Association of BC

402, 1755 West Broadway  
Vancouver, BC V6J 4S5  
Canada  
Telephone: (604) 736-5130  
Fax: (604) 736-5606  
Website: <http://www.bcphysio.org/>

## Canadian Physiotherapy Association

410, 2345 Yonge Street  
Toronto, Ontario M4P 2E5  
Canada  
Telephone: (416) 932-1888  
Toll Free: 1-800-387-8679  
Fax: (416) 932-9708  
Website: [www.physiotherapy.ca](http://www.physiotherapy.ca)

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## Canadian Alliance of Physiotherapy Regulators

501, 1243 Islington Avenue  
Toronto, Ontario M8X 1Y9  
Canada  
Telephone: (416) 234-8800  
Fax: (416) 234-8820  
Website: [www.alliancept.org](http://www.alliancept.org)

## College of Physical Therapists of BC

302, 1765 West 8th Avenue  
Vancouver, BC V6J 5C6  
Canada  
Telephone: (604) 730-9193  
Fax: (604) 730-9273  
Website: <http://www.cptbc.org/>

## Immigrant Services Society of British Columbia

501, 333 Terminal Ave  
Vancouver, BC V6A 4C1  
Canada  
Telephone: (604) 684-2561  
Fax: (604) 684-2266  
Website: <http://issbc.org/>

# Important Contacts

## **Internationally Educated Physiotherapist (IEP) Exam Preparation Program**

University of British Columbia  
212--2177 Wesbrook Mall  
Vancouver, BC V6T 1Z3  
Canada  
Telephone: (604) 827-5934  
Fax: (604) 822-1870  
Website: <http://iepbc.ca/>

## **MOSAIC**

1720 Grant Street  
Vancouver, BC V5L 2Y7  
Canada  
Telephone: (604) 254-9626  
Fax: (604) 254-3932  
Website: <http://www.mosaicbc.com/>

## **Skills Connect for Immigrants Program**

### **Skills Connect at MOSAIC—Vancouver**

1522 Commercial Drive  
Vancouver, BC V5L 3Y2  
Canada  
Telephone: (604) 575-3800  
Toll-Free: 1-877-277-4832  
Website: <http://www.skillsconnect.ca/>

## **S.U.C.C.E.S.S**

28 West Pender Street  
Vancouver, BC V6B 1R6  
Canada  
Telephone: (604) 684-1628  
Website: <http://www.successbc.ca/>

## **WelcomeBC**

Telephone: (604) 660-2421  
Website: <http://www.welcomebc.ca/home.aspx>