



Newfoundland & Labrador
College of Respiratory Therapists

Guide for Applicants Educated Outside of Canada

April, 2015

Introduction

To practice Respiratory Therapy in Newfoundland and Labrador, you must be a member of the Newfoundland and Labrador College of Respiratory Therapists (NLCRT) and hold a certificate of registration with the Newfoundland and Labrador Council of Health Professionals (NLCHP). If you have not graduated from an approved Respiratory Therapy program you must complete an assessment process to demonstrate that you have the competencies (knowledge, skills, abilities and judgment) to provide safe, effective and ethical care. The assessment process is based on the National Competency Profile (NCP). The NCP is a list of competencies considered essential for entering the practice of Respiratory Therapy in this province. A copy of the NCP is available at www.cbrc.ca. This guide will provide you with an overview of the registration requirements and the assessment process.

Please note that you may not practice Respiratory Therapy or hold yourself out as a Respiratory Therapist" in Newfoundland and Labrador until after you have been issued a certificate of registration. This includes clinical orientation, supervised work (clinical and non-clinical), and volunteer work.

About the NLCRT

The Newfoundland & Labrador College of Respiratory Therapists (NLCRT), along with the Newfoundland and Labrador Council of Health Professionals (NLCHP) regulates the practice of respiratory therapy in this province. Mandated under the Health Professionals Act, the College establishes the standards for the safe and ethical practice of respiratory therapy and governs the members of the College to ensure only individuals who meet defined criteria enter the profession, and that those who already practice respiratory therapy maintain their competency level. It is a professional, self-regulating body with the primary focus of serving and protecting the public interest.

Goals of the Evaluation Process

The purpose of the assessment/evaluation process is to ensure that applicants for registration in this jurisdiction, who have been educated outside of Canada, meet equivalent competency requirements to become a Registered Respiratory Therapists (RRT) in the province of Newfoundland and Labrador. It will be conducted in a fair and just manner with each internationally educated health professional proceeding through the same process. Assessment will be based on 9 core competencies as outlined in the **most current edition** of National Competency Profile (NCP):

- ❖ Patient Assessment
- ❖ Pharmacology
- ❖ Bronchopulmonary Hygiene
- ❖ Airway Management
- ❖ Ventilation Management
- ❖ Cardiopulmonary Resuscitation and Stabilization
- ❖ Pulmonary Diagnostics and Investigations
- ❖ Adjunct therapy

Each core competency will be evaluated independently through two different stages of the assessment process.

Assessment Process

Applicants who have not graduated from an approved program in Canada must undergo an assessment of their education, knowledge and skills. The Newfoundland and Labrador College of Respiratory Therapists (NLCRT) work with, and may delegate some of these tasks to other regulatory bodies to avail of their expertise in this area. Any person wishing to undertake the assessment must first submit the following:

- ✓ Application for Registration Form and the applicable fee
- ✓ Credential evaluation report
- ✓ Proof of Canadian citizenship, permanent residency status or a valid work permit
- ✓ Proof of Language Proficiency (if applicable)
- ✓ Employment Verification (if applicable)
- ✓ Registration Verification (if applicable)

Stages in the Assessment Process

1. **Application Form** – To begin the process, you will need to complete and submit the Application for Registration form. The form will provide us with your contact information and give us a general idea of your education and work experience. You must complete all applicable section and submit the required supporting documentation. Processing the Application for Registration form may take several weeks. You can find the Application for Registration form on the Newfoundland and Labrador Council of Health Professionals website at www.nlchp.ca or you may contact the NLCHP and request a form be mailed to you.

An applicant for a certificate of registration of any class **must**:

1. fully disclose details of any **criminal offence** of which the applicant has been found guilty, including any offence under the *Controlled Drugs and Substances Act (Canada)* or the *Food and Drugs Act (Canada)*.
2. fully disclose details of every **professional misconduct, incompetence, incapacity** or other similar proceeding that he or she is the subject of or in another jurisdiction in respiratory therapy or another profession.
3. fully disclose details of every **finding of professional misconduct, incompetence, incapacity** or other similar finding that he or she previously has been the subject of while registered or licensed in another jurisdiction in respiratory therapy or another profession.
4. In addition, the applicant must satisfy the NLCRT that his or her past and present conduct afford reasonable grounds for belief that the applicant, (i.) is mentally competent to practise respiratory therapy, (ii.) will practise respiratory therapy with decency, integrity and honesty and in accordance with the law, and (iii.) will display an appropriately professional attitude.

The application will then be forwarded to the NLCRT for further assessment. The applicant will be informed that any/all costs associated with the assessment process will be the sole responsibility of the applicant.

Residency Status - To be registered with the NLCRT you must be legally eligible to work in Canada. A copy of documentation in support of your citizenship or immigration status must be submitted with your application. For example:

- Canadian Citizenship (e.g., photocopy of Canadian birth certificate, Canadian passport photo page or Canadian citizenship card)
- Permanent Resident / Landed Immigrant Status (e.g., photocopy of permanent residency card)
- Valid Work Permit (e.g., photocopy of a valid work permit indicating that you are eligible to work in Canada as a Respiratory Therapist).

Canadian Language Benchmark: If English is not your native language, you must demonstrate language proficiency by submitting acceptable test results in an approved language benchmark test, such as: Can Test/Test Can, International English Language Testing System, Michener English Language Assessment, Test of English as Foreign Language, Canadian Academic English Language Test. All costs associated with this testing is the sole responsible of the applicant.

Documentation Review – To be eligible for registration, all applicants must meet the educational and other requirements as outlined in the Health Professions Act (2010),

Our internationally trained applicants come from a variety of educational backgrounds. For example, there are wide variations in the didactic and clinical training received at different educational institutions around the world. For these reasons, the NLCRT (this may be delegated to a third-party assessor) needs to review the content of each program to determine whether the program covered the entry-to-practice competencies. As part of the education program review you will be asked to complete the Education Program Review Worksheet and submit the form to the NLCRT office together with supporting documentation. To complete this worksheet you will need to review your curriculum and provide course reference(s) to demonstrate that each specific area was covered in the program. You may need to contact your school to obtain copies of supporting documentation (e.g., course outlines, and details of clinical placements).

Credential Evaluation and Authentication - As part of the application process you will be required to have your academic qualifications verified by **World Education Services** (WES Canada). Please ensure that the required documentation from your educational program has been submitted directly to WES. WES will attest to the authenticity of the documents reviewed and prepare a **course-by-course evaluation report** as required by the NLCRT. WES will send the evaluation report to you and to the NLCRT. To have your academic qualifications evaluated by WES, contact WES at www.wes.org/ca. Please note that you are responsible for the cost of the report and will be charged directly by WES for its services.

Jurisprudence: All registrants applying under IEHP for registration must complete the on-line Jurisprudence model under the Education Portal of the NLCHP at www.NLCHP.ca.

To access the module, perform the following steps:

- Open the website: <http://www.chplearning.ca>
- Sign-UP into the login box and create a user account by creating a username and password.
- Once logged in, click the “My Account” link in the top menu and choose the name of the module you want to review from the list that appears

Likewise, registrants applying under ICHP will also be required to complete the on-line module Personal Health Information Act which discusses how confidential patient information is handled. This online education course developed by the Department of Health and Community Services can be accessed through the link below:

<http://nlchi.skillbuilder.ca/home>

2. **Application Review and Assessment Fee** – NLCRT or third party assessor staff will review your submission to ensure that it meets the requirements to proceed with the assessment (see above). If so, you will be referred to the assessment process and will be required to submit a assessment fee which will cover the Education Review and the Interview (see below).
3. **Structured Interview** – The interview tool which will be used by the NLCRT is designed to further evaluate and validate core competencies. It compares applicants’ knowledge, skills and experience, acquired through both education and employment, against the core competencies listed in the NCP. The interviews are administered by NLCRT interviewers or other assessor who have broad experience and expertise in the practice of Respiratory Therapy in Newfoundland. Questions may be behavioural or situational in nature.

The interview questions have been designed to focus on applicants’ actual, real-life experiences. An example of the type of question that may be asked is as follows: “Describe a recent experience involving a specific patient when you needed to adjusted the ventilator parameters in order to correct the arterial blood gases”.

This interview may be recorded with the permission of the applicant.

4. **Written Exam:** A written exam, as determined by the NLCRT, consisting of either multiple choice and/or short answer questions will be administered to assist with:
 - a) determining knowledge and comprehension
 - b) evaluating English proficiency and
 - c) preparing the candidate for the CBRC examination.

The exam will be based on the complete NCP to reflect the CBRC exam.

5. **Feedback** - After the interview, applicants will receive summary comments on their assessment results up to that point. This feedback will help applicants determine their next steps (e.g., to proceed with the next phase of assessment, to consider alternatives to proceeding, etc.).

- 6. Clinical Skills Assessment** – During this stage of the assessment, applicants will be asked to demonstrate their ability to safely and effectively apply their practical skills and clinical reasoning in clinical simulations. The clinical skills assessment will be conducted by trained assessors at a NLCRT approved facility. Applicants will be required to pay a separate fee for the clinical assessment, payable to the assessing organization. The fee will be set by the organization conducting the clinical assessments and has not been determined at this time.

Each applicant will undergo competency assessment through the following 2 means:

- ❖ Low Fidelity Simulation: Will consist of 5 task orientated stations
- ❖ High Fidelity Simulation: Will consist of 1 high fidelity scenario that incorporates multiple skills.

- 7. College Referral** - Upon completion of the assessment process, the application will be referred to the Registration Committee of the NLCHP for consideration. The Panel will review a comprehensive assessment report prepared by College staff. The report will incorporate the results of the educational review, structured interview and the clinical skills assessment. Following the review, the Registration Committee may:

- Direct that a certificate of registration be issued;
- Direct that a certificate of registration be issued with terms, conditions and limitations;
- Direct that a certificate of registration be issued upon successful completion of additional training approved by the Panel; or
- Refuse to issue a certificate of registration.

A copy of the decision will be forwarded to the applicant. Applicants who are issued a certificate of registration will be required to challenge the Canadian Board of Respiratory Care (CBRC) National Exam at the next opportunity. This exam is offered twice a year in January and July.

Application for Registration with NLCRT
Steps in the Assessment Process

**Complete NLCHP
Application for Registration**

**Credential Evaluation
(WES)**

Program Review

Structured Interview

Written Exam

Feedback

**Possible
Exit**

Clinical Skills Assessment

Registration Committee Review

