

## Instructions for Completing the Practice Profile

Please read the following instructions carefully before completing your Practice Profile:

### 1. Selection of Practice Area(s) and Population(s):

- **Best Practices for Completing Your Profile:** The purpose of the profile is to accurately reflect your intended practice in Nova Scotia. However, please aim for precision without overcomplicating the process. Choose categories that best represent your primary activities without delving into overly minute details. When you list your scope and population make sure you have exposure but also coursework and significant clinical training. If you don't then it may hold up your application, if reviewers cannot see proper evidence they will need to seek clarification. If you want to double check, here's where you go for what is required for each practice area:  
[http://www.nsbep.org/downloads/Appropriate\\_Practice\\_Areas.pdf](http://www.nsbep.org/downloads/Appropriate_Practice_Areas.pdf)
- **Primary Selection:** Choose one practice area and population that most closely aligns with your graduate training.
- **Additional Selections:** You may select additional areas or populations only if you have formal education, training, and substantial experience to justify these choices. Consider if your background could withstand scrutiny in a scenario where your competence in these areas is questioned (e.g., a complaint about scope of practice). If you have questions, refer to the Board's Scope of Practice Guidelines presented later in this document.

### 2. Immediate Relevance:

- Your selections should reflect your current and immediate future practice (within the next year). You will have opportunities to amend your profile later in keeping with Professional Standards as articulated in the NSBEP document on Scope of Practice & Learning Plans.

### 3. For Candidates Applying to the Candidate Register:

- A minimum of 500 hours of experience with a particular population is required to claim that population. This experience should be completed during your candidacy and supervision phases. If you are indicating numerous populations, there will likely be expectations that your goals and learning plan should address development of competencies with those

populations.

#### **4. For Applicants Transferring from Another Jurisdiction:**

- Your practice areas or populations should already be recognized by your home jurisdiction, or alternatively, supported by your formal education, training, and substantial experience.

#### **5. Populations and Scope:**

- Refer to the NSBEP document on Scope of Practice & Learning Plans Document for detailed definitions.
- For concerns about age-specific practice, consult the document: Guidelines for Working with Clients whose Age Falls in Population Transition Areas.
- **Note:** When working in an academic capacity, declaring specific populations beyond adults is typically unnecessary.

#### **6. Future Changes:**

- You are not locked into your choices permanently. Adjustments can be made by submitting a Change of Scope Application to the Board based on new education, training, or experience.

#### **7. Documentation and Support:**

- Ensure all claims are supported by documentation or can be justified with your educational and experiential background.

**For any scenarios or details not covered above, please refer to the additional information and resources provided below.**

#### **Board Policy on Declared Areas of Practice:**

- **Educational Consistency:** The practice area declared should align with the title of your program of study, as evidenced by your transcript or the program's accreditation title.
- **Forensic Psychology & Clinical Neuropsychology Exception:** Given the scarcity of programs explicitly titled "Forensic Psychology" and "Clinical Neuropsychology" the Board examines the applicant's educational background, training, and experience to

ascertain if there's sufficient focus on these practice areas ensuring there will be relevant NSBEP supervision during candidacy.

### **Part A: Employment Status and Settings**

- Indicate if your employment status is full-time or part-time (for part-time, specify hours per week).
- Check all applicable practice settings where you are employed.

### **Part B: Areas of Psychological Practice**

- Select your primary area(s) of psychological practice and estimate the percentage of time spent in each. For example, full-time in Clinical Psychology would be marked as 100%.
- Note: For candidates on the Register, having multiple areas of practice is rare. Ensure the total percentage sums to 100%.

### **Part C: Activities and Services Provided**

- For each practice area identified in Part B, specify the activities (e.g., Consultation, Assessment, Intervention) you perform and the populations served (e.g., Adults). Use the appropriate code from Part B to fill in this section.

### **Clarifications:**

- **Definitions:** For clarity on psychological practice definitions, visit: [http://www.nsbep.org/downloads/Appropriate\\_Practice\\_Areas.pdf](http://www.nsbep.org/downloads/Appropriate_Practice_Areas.pdf)
- **Administration:** Refers to time managing a psychological service unit, not general clerical duties. Log related clerical work under the specific activities it pertains to.
- **Consultation:** Includes time spent on work requested by other health professionals, such as providing expert advice, discussing patient cases, collaborating on treatment plans, or offering second opinions. This might involve direct communication with professionals like physicians, social workers, or educators regarding a shared client or patient. While all psychologists may spend time consulting with others, it's unnecessary to claim this activity unless it's a formal part of your position.
- **Assessment:** Encompasses both psychometric and non-psychometric assessments aimed at informing psychological practice.

- **Formal Research:** Capture time devoted to formal research activities in an employment position, separate from competence development which should be categorized under the relevant practice area.
- **Academic (Teaching Psychology):** Refers exclusively to formal teaching positions within academia, not providing psychoeducation to clients.

## Resources

We have several documents on our website related to scope of practice. We recommend reviewing these documents if you're considering changes to your scope of practice.

Here's the list:

**Definitions of Practice areas:** This document provides the psychological practice definitions of psychological areas of practice, For this information visit:

[http://www.nsbep.org/downloads/Appropriate\\_Practice\\_Areas.pdf](http://www.nsbep.org/downloads/Appropriate_Practice_Areas.pdf)

**Scope of Practice & Learning Plans:** This document provides guidelines for fully registered psychologists who wish to add to their scope of practice. You can find it at:

[https://www.nsbep.org/downloads/Scope\\_LearningPlans.pdf](https://www.nsbep.org/downloads/Scope_LearningPlans.pdf)

**Supervision Handbook:** This contains a section that is relevant for those on the Candidate Register who are considering changes to their scope of practice. Visit:

<https://www.nsbep.org/downloads/SupervisionHandbook.pdf>

**Guidelines for Working with Clients whose Age Falls in Population Transition Areas:** A document providing guidance on defining and navigating the competency-based approach to age-specific populations in psychological practice, focusing on issue and disorder expertise over strict age boundaries. Visit:

[https://www.nsbep.org/downloads/Guidelines\\_for\\_population\\_transitions.pdf](https://www.nsbep.org/downloads/Guidelines_for_population_transitions.pdf)