



**HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA  
PROFESSIONAL BOARD FOR PHYSIOTHERAPY, PODIATRY  
AND BIOKINETICS**

**GUIDELINES REGARDING TRAINING OF STUDENTS AND  
INTERNS IN BIOKINETICS**

## 1. INTRODUCTION

These guidelines should be read in conjunction with the Regulations relating to the registration of intern Biokineticists that registers for the first year of internship (e.g. 3+1 degree or BTech degree).

**DEFINITIONS:** For this document in these guidelines any expression to which a meaning has been assigned in the guidelines shall bear such meaning, unless the context indicates otherwise:

- **"student in training"**: refers to a student in training at an academic institution in their fourth/honours year of Biokinetics and concurrent first year of internship training.
- **"intern in Biokinetics"**: refers to a student in practical training, after completion of academic training, at an accredited practice.
- **"Biokineticist"**: registered professional

In order to become a professional Biokineticist in South Africa, i.e. registered with the Professional Board for Physiotherapy, Podiatry and Biokinetics (PPB), the formal academic requirements stipulated for professional education in Biokinetics as endorsed by the Board must have been completed as well as the relevant internship. **Full certified documentation is essential for registration.**

- 1.1 Universities are obliged to provide candidates entering a professional degree in Biokinetics with details concerning registration at the time students enter academic course(s), which lead to registration. Upon registration as intern-Biokineticist, an applicant has to submit proof of having completed education and training for a minimum period of four years. Universities must also remind candidates of the registration requirements towards the end of the final year of the degree course since intern Biokineticists are legally required to register with the Professional Board for Physiotherapy, Podiatry and Biokinetics prior to commencement with the internship.
- 1.2 The intern Biokineticist and the supervising Biokineticist are jointly responsible for ensuring the registration of an intern Biokineticist with the PPB Board prior to commencement of the internship with the educational institution facilitating the process.
- 1.3 Registration as a professional Biokineticist is possible only after:-
  - a) the academic requirements for the relevant degree in Biokinetics have been **completed** (including the award of the relevant qualification or written confirmation by the Registrar of the University that the qualification is to be awarded);
  - b) Registration as a Biokineticist will only be possible if a person holds valid registration as an intern Biokineticist and the internship has been **completed according to the minimum standards of training** with the completed intern duty certificate (Form 27 BK) submitted.

## **2. STUDENT IN TRAINING IN BIOKINETICS (FIRST YEAR OF INTERNSHIP)**

### **2.1 REGISTRATION**

2.1.1 Upon commencing the concurrent first year of internship in Biokinetics the student is required to register with the HPCSA as a student Biokineticist (Form 53 BKS) within the first three months of study. No students should be involved in experiential conduct without registration.

2.1.2. All applications for concurrent first year internships must be accompanied by the following documents:

a) written undertaking from the Head of the Biokinetics Department of the supervising university that the student will be accommodated for the full duration of the internship and stating the period of internship involved.

b) written undertaking from the Head of Biokinetics Department of the supervising university, stating that the university will act as collaborating university in association with the internship setting and that the Department will ensure that the training is undertaken in accordance with the approved internship programme and the dates of the internship.

### **2.2 PRACTICAL TRAINING**

2.2.1 The practical training should be co-ordinated by the head of the department of the supervising university or head of biokinetic training.

2.2.2 Students are expected to receive exposure to the full scope of the profession during their training in an accredited Biokinetic practice.

2.2.3 Copies of the feedback reports must be retained by the Department of the supervising university and should be made available to the Board, if required.

2.2.4 Students are expected to keep a patient report log book/portfolio of evidence for the year. It must be managed and signed by the supervising Biokineticist or head of Biokinetics.

### **2.3 SUPERVISION OF STUDENTS IN TRAINING**

2.3.1 The supervising Biokineticists of students in training at practices external to the university must have malpractice insurance, an official agreement with the training institution and a clear job description to clarify roles and responsibilities.

2.3.2. Supervision must be direct supervision at all time. A ratio of 2 students to each supervising Biokineticist may not be exceeded.

### **2.4. ASSESSMENT**

2.4.1. The final assessment of the student in training is the responsibility of the head of Biokinetics in collaboration with an appointed external examiner. The external examiner must also be a registered Biokineticist with the HPCSA.

2.4.2. The final assessment in collaboration with the external examiner must include a portfolio of evidence comprising logbooks, practical exposure, practice reports and other relevant documents. The portfolio of evidence must be available at the accreditation visits of the HPCSA for the 5 years prior to the accreditation visit.

## **2.5. TIMING OF PRACTICAL TRAINING**

- 2.5.1. The allocation of a minimum of 450 hours is required for students in the fourth year of training.
- 2.5.2. The student may only commence to second year of internship after completing the prerequisite formal academic requirements and practical internship training of the concurrent first year.

## **2.6. UNSATISFACTORY PERFORMANCE OF THE INTERN**

- 2.6.1. In the event of unsatisfactory performance of an intern during the first year of internship, a written report should be produced by the training institution and should be submitted to the PPB Board with recommendations for the extension of the internship with clearly specified objectives and/or subsequent-assessment:

## **2.7. PERFORMANCE OF PROFESSIONAL ACTS BY INTERN BIOKINETICISTS**

- 2.7.1 A student in Biokinetics: –
  - a) shall perform professional acts pertaining to Biokinetics only under the oversight of a Biokineticist or a medical practitioner; and
  - b) shall limit the acts referred to in paragraph (a) to acts directly related to his or her education and training in Biokinetics.
- 2.7.2 All practices where students' interns are trained must inform the public accordingly and get consent that they will be exposed to experiential training.

## **3. BIOKINETIC INTERNSHIPS (SECOND YEAR)**

### **3.1 ACADEMIC PREREQUISITES FOR SECOND YEAR INTERNS IN BIOKINETICS**

- 3.1.1 A candidate who completed an academic pre-requisite Biokinetics qualification may apply to complete the second year of internship in Biokinetics.
- 3.1.2 In circumstances where academic studies are not as outlined in 3.1.1 above but maybe equivalent to the above formal requirements, the candidate must submit details to the Board for consideration.
- 3.1.3 In reference to 3.1.2 Form 176 BK must be completed with certified supporting documentation

### **3.2 REGISTRATION**

- 3.2.1 Before commencing the internship the candidate must **register** with the PPB Board of the HPCSA as an **intern Biokineticist (Form 26 BKIN)**. A period of two months is allowed for submission of relevant documents for registration.
- 3.2.2 When the registration fee is rendered, the exact date of commencing the internship must be clearly stated. It is the applicant's responsibility to ensure that the payment for registration is received by the Board. Late registration and non-payment of registration fees will lead to disciplinary procedures
- 3.2.3 All applications for internships must be accompanied by the following documents:
  - a) A written undertaking from the supervising Biokineticist, registered with the Council, stating that he/she is willing to act as supervisor for the intern and stating the period of internship involved;
  - b) A written undertaking from the Head of Department/Biokinetics of the supervising university that the intern will be accommodated for the full duration of the internship and stating the period of internship involved. This is only applicable when the intern is unable to attain employment at an accredited Biokinetics practice.

- 3.2.4 In cases where the internship is completed at more than one training institution, the duration of each placement should be clearly stated.
- 3.2.5 The requirements to act as supervising Biokineticist are a recognised qualification in Biokinetics plus three years' experience as a practitioner.

### **3.3 TIMING OF INTERNSHIP**

- 3.3.1 The second year of internship may only commence **after** successfully completing the concurrent first year of internship.
- 3.3.2 An internship **must** be completed **within two years** of completing the academic pre-requisite Biokinetics qualification, but not over a period of two years.

### **3.4 INTERNSHIP TRAINING ARRANGEMENTS**

- 3.4.1 An internship comprises full time employment as prescribed by Labour Law for a minimum period of twelve months as an intern Biokineticist at an approved institution/practice accredited by the PPB Board.
- 3.4.2 The period of internship includes vacation leave and sick leave as prescribed by Labour Law.
- 3.4.3 Should an intern require sick leave or leave for any other reason more than the period permitted, the administration of the training requirements is the responsibility of the supervising Biokineticist of the training institution/private practice, i.e. the period of internship must be extended to comply with the twelve-month requirement.
- 3.4.4 All requirements relating to the internship in Biokinetics must be completed within one year from commencement. Requests to complete it over a longer period must be submitted to the PPB Board.
- 3.4.5 In the case of dispute(s) between the supervising practitioner and the intern related to the completion of the internship the dispute(s) can be referred to the PPB Board for resolution.

### **3.5 INTERNSHIP PROGRAMMES**

- 3.5.1 Logbooks must be compiled by interns and audited by the supervising Biokineticist at least 4 times per year. Copies of these portfolios should be kept for audit / reaccreditation purposes.

### **3.6 COMPLETION OF INTERNSHIP**

- 3.6.1 An internship must be completed within two years from date of first registration as an intern Biokineticist.
- 3.6.2 Separate intern duty certificates (Form 27 BK) must be submitted by the relevant supervising Biokineticists for each training placement. These certificates should be handed to the PPB Board together with the application for professional registration as a Biokineticist (Form 24 BK).
- 3.6.3 Supervising Biokineticists are obliged to ensure that intern Biokineticists are evaluated regularly, **at least every four months**, according to the criteria for intern training. The intern must be kept informed of his/her progress based on this evaluation and **copies of the progress reports must be retained** by the training institution/practice and be made available to the Board, if required.

## **4. UNSATISFACTORY PERFORMANCE OF THE INTERN**

- 4.1 In the event of unsatisfactory performance of an intern, a written report should be produced by the practice/training institution and should be submitted to the PPB Board with recommendations for either: -

- a) the termination of the internship at a given date; or
- b) the extension of the internship with clearly specified objectives; such an application for an extension to be submitted not later than following the second progress report or the eighth month of the internship, preferably earlier if possible.

4.2 Should an intern become mentally or physically incompetent to perform Biokinetics acts as required professionally, the matter should be reported to the Health Committee of Council. The Health Committee will investigate the circumstances and will provide guidance on the treatment and rehabilitation of the intern Biokineticist or deal with the matter as circumstances dictate.

## **5. TRAINING AND SUPERVISION OF INTERNS**

5.1 Supervision of interns requires that the supervising Biokineticist is accessible and available for direct supervision (contact on a day-to-day basis) for the first three months, followed by 50% for the next three months and 30% supervision for the remaining six months.

5.2 A ratio of **2 interns to each supervising Biokineticist** may not be exceeded and an approved training institution/practice may not have in its employ more than two intern-Biokineticists in respect of every supervising Biokineticist.

5.3 If an intern Biokineticist fails to comply with the requirements set by the Board, or the training institution/practice fails to deliver the training programme, such training will not be recognised by the Board.

5.4 A Biokineticist supervising the internship of an intern Biokineticist **not registered** as such or not fulfilling his/her supervisory obligations **will be liable** for disciplinary action.

5.5 An internship setting must provide exposure to the full scope of Biokinetics practice as per the evaluation of institutions for the training of intern Biokineticists (Form 206B)

## **6. PERFORMANCE OF PROFESSIONAL ACTS BY INTERN BOKINETICISTS**

6.1 An intern shall not conduct independent private practice.

6.2 An intern shall only perform professional acts under the supervision of a Biokineticist who is appropriately qualified and registered and shall limit such acts to those directly related to the Biokinetics scope of practice.

6.3 An intern who has completed his or her internship shall not perform any professional acts until he or she has satisfied all the requirements for registration as a Biokineticist and has been registered as an independent Biokinetics practitioner.

6.4 A student in Biokinetics: –

- a) shall perform professional acts pertaining to Biokinetics only under the oversight/supervision of a Biokineticist or a medical practitioner; and
- b) shall limit the acts referred to in paragraph (a) to acts directly related to the Biokinetics scope of practice.

The HPCSA registration number of the intern Biokineticist must be reflected in all relevant correspondence.