



The College of Physicians and Surgeons of Prince Edward Island

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POLICY	SUPERVISION – Qualifications, Roles & Responsibilities
DESCRIPTION	<p>This Policy was drafted to clarify the qualifications, roles and responsibilities of the Supervisee (physician being supervised), the Supervisor and the Mentor. The Council and/or Executive may direct Clinical Supervision when a physician is missing qualifications for full registration, or when an assessment or investigation of a physician's practice identifies patient safety concerns and/or the need for practice improvement.</p> <p>This Policy is in alignment with the Federation Medical Regulatory Authorities of Canada document titled “<i>Expectations of Medical Regulatory Authorities Using Supervision for Provisional Licensure Purposes</i>”, which the CPSPEI has endorsed.</p> <p><u>Supervisor Qualifications/ Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Must have a Full or Full-time license in good standing, free of any disciplinary or capacity issues. 2. Must not have any conditions on his/her license. 3. Must be acceptable to both Health PEI and the Council, if supervision is the result of registration. 4. The supervisor can supervise one doctor at Level 3 (on site) and one doctor at Level 4, (which is by phone), or 2 doctors on Level 4 (by phone) at one time. 5. Must be engaged in a similar scope of practice and be in a similar current practice situation and environment as that in which the Supervisee will be practicing, including the possibility of geographic isolation. 6. Must be experienced in the system, with a minimum of 1 year of practice in PEI. 7. Must recognize the importance of his or her need to demonstrate: effective communication and interpersonal skills, knowledge and understanding of cultural differences, and values and beliefs that affect performance in a Canadian environment. 8. Must supervise the quality of care and regularly review and discuss patient encounters/records with the Supervisee, ensuring care meets the expected standard of care. 9. Must arrange regular meetings with Supervisee, (based on Level of Supervision) to discuss identified strengths and weaknesses, and make recommendations for practice improvement and ongoing CME/CPD. 10. Must assess and report monthly and if otherwise necessary, to the College office on the accompanying Supervisor Report Forms. 11. Must sign the College Supervisor Agreement. 12. Must review charts, discuss with colleagues, other health professionals, staff and/or patients on a regular basis, and utilize these inputs in completing his/her reports. 13. Must maintain appropriate boundaries with the Supervisee, respecting the role as an agent of the Council. 14. Must be an unbiased reporter of the observations of the Supervisee’s practice. 15. Must submit regular written reports, every 4 weeks or as determined by Council. 16. Must make recommendations to the Council regarding the Level of the supervision based upon the performance of the Supervisee. 17. Must be available to the Supervisee by telephone at any time during the Supervisee’s practice period. 18. Must provide feedback to the Supervisee on a regular basis of their performance in an unbiased and constructive manner, and allow opportunities for response by the Supervisee. 19. Must immediately report to the Registrar any threats to public safety. 20. Must meet with Council, or with its Committees if requested. 21. Must notify the College of a designated physician providing supervision as a result of his or her absence

- or if unable to provide supervision for any period of time due to illness, CME leave, vacation, etc.
22. Must notify the College in writing of the intention to withdraw supervision. (This is a serious decision, as upon withdrawal of supervision, the license of the supervisee is no longer valid unless another supervisor is appointed.

College Responsibilities to the Supervisor:

1. Must provide a copy of the Policy on Supervision-Qualifications, Roles and Responsibilities.
2. Must provide a copy of the Policy on Levels of Supervision of Physicians in Practice.
3. Must provide orientation and training to the Supervisor, including cultural sensitivity and diversity awareness, as required. Must provide a direct link to a member of the College staff and/ or an experienced Supervisor in the field to discuss supervision practices and concerns. An experienced Supervisor can act as a mentor to a less experienced Supervisor.
4. Must provide reliable and fair strategies, assessment tools and report templates, based on defined objectives (based on the CanMEDS objectives), to be used by the Supervisor.
5. Must provide orientation and training to the Supervisor on the strategies and tools used. Must clearly define reporting mechanisms and schedules to be used by the Supervisor.
6. Must clearly define the intensity and length of time of the supervision as determined by Council.
7. The Council may appoint multiple Supervisors to participate in order to match the practice scope. A single physician should assume the role of lead Supervisor. The lead Supervisor shall report to Council on behalf of multiple Supervisors.
8. Must provide a copy of the written and signed contractual agreement between the College and the Supervisor, undertaking to commit to the described roles and responsibilities.
9. Must provide to the Supervisor a copy of the written agreement regarding the responsibility and mechanism of supervision.
10. Must ensure there shall be no direct exchange of funds relating to supervision, from the Supervisee to the Supervisor.
11. Council shall make the final decision with respect to the continuance of supervised practice or the achievement of full license.

Supervisee Responsibilities:

1. Must agree in writing to the College's Supervisee agreement.
2. Must agree to meet with the Supervisor, College staff and/or Council as required.
3. Must make available to the Supervisor, any records which he or she requires to effectively carry out the defined supervision.
4. Must agree with the release of any information considered relevant by the Supervisor, to the College staff or Council.
5. Must agree to any change in supervision and other recommendations as directed by Council.
6. Must notify the College staff if unable to meet with the Supervisor for any period of time due to illness, CME leave, vacation or any other reason.

College Responsibilities to the Supervisee:

1. Must be available to the Supervisee through the College staff as needed.
2. Must provide the Supervisee a copy of the Policy on Levels of Supervision of Physicians in Practice.
3. Must provide the Supervisee a copy of the Policy on Supervision-Qualifications, Roles and Responsibilities.
4. Must provide a sample copy of the Supervisor's Report template.
5. Must provide a copy of the Supervisee Agreement which includes the license conditions and restrictions.
6. All Supervisor Reports will form a part of the registration file of the Supervisee.
7. Council makes the final decision with respect to the continuance of a licence on the Temporary and Limited Register or the achievement of full licensure.

Mentor Qualifications & Responsibilities:

1. Must have a Full or Fulltime license in good standing, free of any disciplinary or capacity issues.
2. Must not have any condition on his/her license. Must be acceptable to both Health PEI and the Council.
3. Must be engaged in a similar scope of practice to the Supervisee.
4. Must be experienced in the system, with a minimum of 1 year of practice in PEI.
5. To assist the Supervisee with orientation and integration into the health care system and community, and identification of professional development based upon need.

	<ol style="list-style-type: none"> 6. Provide advice regarding such matters as pharmaceuticals, referral patterns, local culture issues, possible conflicts of interest, etc. 7. Will be available to the Supervisee in person or by telephone, if needed. 8. Must immediately report to the Registrar if there are any serious concerns regarding the Supervisee, especially with regard to public safety. 9. Must meet with Council or its Committees if requested. 10. Must notify the College if unable to provide Mentorship for any period of time due to illness, CME leave, vacation, or for any other reason. Must also notify the College of a designated physician providing Mentorship in his/her absence. 11. Mentorship would be for a minimum of 3 months and then automatically removed. <p><u>College Responsibilities to the Mentor:</u></p> <ol style="list-style-type: none"> 1. Must be available to the Mentor as needed. 2. Must provide the Mentor a copy of the Policy on Supervision-Qualifications, Roles and Responsibilities, which contains the qualifications and responsibilities of a Mentor and the College's responsibilities to the Mentor.
APPROVED BY:	<p>Council of the College of Physicians & Surgeons of PEI Approved in Principle, September 11, 2014, Approved as Policy July 13, 2015</p>
REVIEWED	<p>Reviewed and updated February 5, 2018 Revised June 4, 2018</p>