

# Roles, Responsibilities and Reporting Requirements of a Practice Supervisor

2019

# Qualifications and Criteria of a Practice Supervisor

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- Must not currently be the subject of any disciplinary proceedings
- Must have a licence and registration to practice independently in the province
- Must be in practice a minimum of 2 years

# Roles and Responsibilities of a Practice Supervisor

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- To review the provisionally registered physician's practice at regular intervals
  - Is the physician practising safely?
  - Does the physician meet the expected clinical standards of care?\*
- Maintain appropriate boundaries
- Must be an unbiased reporter of observations
- Must provide written reports
- Must relay information to the College should the requirement for additional monitoring be identified
- Must provide feedback to the provisional registrant which could help identify physician enhancement opportunities and/or assist in learning about community resources to help meet patient needs
- The supervisor should have a similar scope of practice and be in the same geographic location as the provisional registrant

\*Medical standards of care defined as the level at which the average, prudent provider in a given community would practice. It is how similarly qualified practitioners would have managed the patient's care under the same or similar circumstances.

# Agreements

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- An undertaking is signed by the provisional registrant for the entire duration of provisional registration
- The practice supervisor must also sign an undertaking
- The supervision phase of practice is clearly defined
- If the practice supervisor resigns or ceases practice in Manitoba, the provisional registrant must stop practice until a new practice supervisor is appointed and approved by the College

# What is a Provisional Registrant?

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- A physician who does not yet meet the requirements for Full (Practising) Class Registration
- Under the College's current regulation, Provisional Registrants are given a specific time frame to meet the requirements for Full (Practising) Class Registration

# Requirements for Full (Practising) Class Registration

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- **Family Medicine**

- must obtain the Licentiate of the Medical Council of Canada (LMCC) and College of Family Physicians Certification Examination (CCFP) within 5 years of the initial date of provisional registration; OR
- Successfully complete the Manitoba Practice Assessment Program (MPAP)

- **Specialty Area of Practice**

- must obtain the Licentiate of the Medical Council of Canada (LMCC) and Royal College Certification within 5 years of the initial date of provisional registration; OR
- Successfully complete the Manitoba Practice Assessment Program (MPAP)

# Length of Period of Supervision

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- Supervision is one component of a progressive path to Full (Practising) Class Registration
- Some components remain in place until the physician obtains Full (Practising) Class Registration
- Components and frequency of reporting are determined by the College
- Supervision, for most provisional registrants, will gradually reduce throughout the duration of Provisional Registration

# Frequency of Reporting

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- Although a reporting structure will be provided, should there be concerns about competence, more frequent reporting may be required
- Reports are shared with provisional registrant to identify personal areas for continuing professional development
- Report must be signed by provisional registrant and shared with the Mentor
- Report will be held on file by College



# Reporting Requirements for the Practice Supervisor

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- A reporting structure is provided by the College, prior to supervision commencing
- A formal documented report (template provided by the College) is required
- The report must include the tools used by the practice supervisor for the chart review (stimulated chart recall, interviews with other health professionals/staff, direct observation – if required - and communication skills assessment)
- Specific areas where professional development or upgrading are highlighted

# Reporting Schedules

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- **Practice Ready Assessment (PRA's) Registrants and MLPIMG's**

- Monitor Reports:
  - Every month for first 3 months
  - 9, 18 and 24 months
  - Immediately if there is a breach of responsibilities or patient safety concerns
  - Anytime as deemed necessary by the Registrar
- External Chart Audit – 6 months
- 360 review between 9 and 12 months

- **Exam Eligible Physicians**

- Monitor Reports:
  - End of month 4, 12 and 18
  - Immediately if there is a breach of responsibilities or patient safety concerns
  - Anytime as deemed necessary by the Registrar
- 360 review between 9 and 12 months

# Basis of Immediate Reporting to the College

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- Supervised physician's practice may expose patients to risk/injury
- Supervised physician's conduct presents a concern
- Supervised physician is practising below standard
- Supervised physician fails to comply with the terms of the undertaking (which includes missing an appointment with the supervisor without sound reason or being uncooperative)
- Supervisor is unable to continue the role on a timely or temporary basis (ie. Illness, vacation, etc.)
- Supervisor becomes the subject of an investigation by the regulator

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QUESTIONS?

