



Changes to Supervision Policy

Section – Intent

Separate the policy for supervision of students in an education setting from the policy for supervision of members. The proposed policy changes described below apply to the supervision of members. The policy for supervision of students will be reviewed at another time.

Action

Amended

Reason

Current policy has two distinct components: one for supervision of the clinical component of education programs and the other for supervision of a member by another member. For clarity, it is recommended to separate the components into two distinct policy documents.

Section – Which Members Require Supervision?

Reworded

Action

Amended

Reason

For clarity

Section – General Accountability and Responsibility

In all cases,

- a. The supervisor is ultimately responsible for the quality of care provided by those under their supervision. This includes ensuring that those under their supervision meet the required clinical standard of care and display the expected knowledge, skill, judgment and attitude expected of a traditional Chinese medicine practitioner and/or acupuncturist.
- b. Supervisors may only supervise in the areas of TCM practice in which they are educated and experienced. In particular, only supervisors who hold the R. TCMP designation may supervise herbal treatments.
- c. Only supervisors registered in the General class of registration may supervise members. Furthermore, members in the General class, who are registered with a condition of supervised practice (i.e., they can only practice if supervised by a member of the profession), are not permitted to supervise others.
- d. Supervisors must not supervise

Action

New

Reason

To clarify the general responsibilities and accountabilities that apply to all members who act as supervisors, in a distinct section.



individuals to whom they are related or are closely associated with in any way (for example, a spouse, family member, or business partner).

Additionally, there must not be a real or perceived conflict of interest between the supervisor and the individual they are supervising).

- e. Supervisors must have the skills to:
 - i. communicate effectively with those under their supervision; and
 - ii. evaluate members' skills and knowledge to ensure that they are able to practise the profession competently and safely.

Section – Criteria for the approval of a supervisor

- The proposed supervisor must have been registered in the General class for at least the immediate past five years;
- The proposed supervisor must have conducted at least 500 TCM patient visits in the last three years, as of their most recent registration renewal.
- The proposed supervisor's registration status with the College must be in good standing (e.g., not be in default of any fee);
- The proposed supervisor must not be the subject of a referral to the Discipline Committee, Fitness to Practice Committee or the Quality Assurance Committee;
- The proposed supervisor must not have any terms, conditions or limitations (TCLs) on their certificate of registration, except those that apply to all certificates of that class of registration.

Action

New

Reason

To establish clear expectations regarding the qualifications and experience required for a supervisor, in order to ensure safe and effective oversight.

If there are concerns about a proposed supervisor's suitability beyond what is defined here, the Registrar may decline the proposal on a case-by-case basis.



The Registrar will also consider the proposed supervisor's history with the College. For example, the Registrar will take into account whether the proposed supervisor has a history of practice concerns or if they are, or have been, the subject of an investigation (whether it is as a result of a complaint or a Registrar's Investigation), and may decline a supervisor proposal accordingly.

Section – Undertaking

The Registrar may rescind a supervisor agreement in the event that the Supervisor no longer meets the approval criteria noted above.

Action

New

Reason

Wording has been added to clarify that an existing supervisor agreement may be rescinded if a supervisor's standing should change, such that they no longer meet the approval criteria.

Section – Supervisor' Obligations

The supervisor will at minimum:

- (a) Supervise the member under their supervision while they are providing patient care.

The supervisor may adjust the level of supervision to allow a member under their supervision to treat patients without being directly observed once the supervisor has assessed their abilities and is satisfied that they have the necessary knowledge, skills, judgement and competencies. The level of supervision must be adjusted in consideration of the individual patient's needs and the relevant risk factors. The supervisor must be immediately available, in person, to the member being supervised;

- (b) Be available to the member on a regular basis for support and guidance;

Action

Amended

Reason

The language in this section has been revised to provide clear guidance on the responsibilities of supervisors. Additionally, a new requirement has been added, limiting supervisors to overseeing a maximum of 6 members at a given time. This measure is implemented to ensure that supervisory responsibilities remain manageable and can be effectively carried out.



- (c) May not be a supervisor of more than six members at any given time;
- (d) Review and co-sign the member's patient records;
- (e) Promptly discuss any concerns arising from patient interactions and/or chart reviews and/or anything of relevance to the practice of the profession with the member;
- (f) Make recommendations to the member for practice improvements and ongoing professional development, and make inquiries of the member to determine that he or she is incorporating recommendations into their practice;
- (g) Report necessary information (including but not limited to the Written and Immediate Reports described below) to the College in a form acceptable to the Registrar; and
- (h) Participate in any other activities, such as reviewing other documents or conducting interviews with or obtaining feedback from the member's colleagues, co-workers and staff that the supervisor deems necessary to the member's supervision.

Section – Written Reports

Please see Appendix A for a supervisor report template.

Action

New

Reason

In order to evaluate anyone under supervision, reports should be detailed. A template for creating a supervisor report had also been developed.