



Supervision Policy

Intent

This policy is intended to outline and explain the obligations of members who agree to supervise other members and applicants. In the event of any inconsistency between this policy and any legislation that governs the practice of traditional Chinese medicine and acupuncture, the legislation governs.

The purpose of supervision is to ensure that the supervised member is practicing safely and meeting the expected clinical standard of care and displaying the expected knowledge, skill, judgment and attitude expected of a traditional Chinese medicine practitioner/acupuncturist.

This policy does not address delegation. Delegation is the act of authorizing a non-member of the College to perform a controlled act(s).

With respect to supervision of applicants, the College notes that all applicants must complete a *supervised* clinical experience program. Such supervision can only be performed by qualified members of the College.¹

Policy

Who must be supervised?

Applicants to the College must complete a clinical experience in the profession that is, structured, comprehensive, *supervised* and evaluated. Such supervision can only be performed by those in the Grandparented or General class. The College expects that the clinical experience program will ensure that such members are qualified to supervise.

Student and Temporary class members must be supervised. General or Grandparented class members may require supervision in certain circumstances.

- Student members may only practise the profession while under the supervision of a Supervisor who can communicate with the member in the member's language and who has been approved by the Registrar.
- An applicant for Temporary Membership must, among other things, indicate that an approved Grandparented or General Member will supervise the applicant and to be responsible for ensuring that the applicant provides appropriate and continuing care to patients. Applicants for Temporary Membership need to be aware that members who are

¹ The College notes that s. 29(1)(b) of the RHPA states that an act by a person is not a contravention of subsection 27(1) (i.e. controlled acts) if it is done in the course of fulfilling the requirements to become a member of a health profession and the act is within the scope of practice of the profession and is done under the *supervision or direction of a member of the profession*. This is the underpinning of why the supervision of the clinical experience program must be performed by a member of the College that is in the Grandparented or General class.

traditional Chinese medicine practitioners (R. TCMP) can supervise traditional Chinese medicine practitioners and acupuncturists whereas acupuncturists (R. Ac) can supervise only acupuncturists.

- The College may require members of the General or Grandparented class to be supervised in certain circumstances. This will be determined on a case by case basis.

Who may act as a Supervisor?

Only Members who hold either a General or a Grandparented class of certificate of registration may supervise Applicants and Members.

Student and Temporary class members cannot act as supervisors.

Members who act as Supervisors:

Criteria

Members who act as Supervisors to other Members must be pre-approved by the Registrar. Members who act as Supervisors to Applicants do not require pre-approval from the Registrar. However, it is understood that the clinical experience program has adequate measures to ensure that only those that are qualified to supervise in the clinical experience program will do so.

When supervising Members, Supervisors will, at minimum:

- a) enter into an undertaking in the form approved by the College that explains the obligations of the supervising Member. A copy of the signed Supervision Undertaking will be provided to the supervised Member;
- b) not be related to the Member in any way. Additionally, there must not be a real or perceived conflict of interest between the Supervisor and the Member;
- c) accept the primary responsibility of supervising the Member;
- d) be experienced in the practice area in which the Member will be practicing and is able to accurately assess competency;
- e) communicate effectively with the Member about his or her practice and recommended practice improvements;
- f) be able to evaluate the skills and knowledge of the Member; and
- g) be able to communicate with the Member in the Member's language

Obligations

The obligations of a Supervisor will include, but not be limited to, the following:

- (a) supervising the Member's practice and conducting regular reviews of it;
- (b) directly observing patient care where appropriate;
- (c) being available to the Member for support and guidance;
- (d) reviewing the Member's patient assessment records on the agreed upon timetable;
- (e) discussing any concerns arising from chart reviews with the Member;

- (f) making recommendations to the Member for practice improvements and ongoing professional development, and making inquiries of the Member to determine that he or she is complying with those recommendations;
- (g) reporting necessary information to the College in the stipulated format; and
- (h) 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.

The Supervision Undertaking that must be entered into by the Supervisor may impose responsibilities and obligations in addition to those set out in this policy.

Written Reports

The Supervisor may be required to submit written reports to the College. Such reports shall be in a form acceptable to the Registrar, and in reasonable detail and contain all information that the Supervisor believes might assist the College in evaluating the Member's standard of practice, as well as the Member's participation in and compliance with the terms, conditions and limitations on the Member's certificate of registration.

Without limiting the generality of the forgoing, if a Supervisor is required to submit reports, the Supervisor's report will specifically reflect the Supervisor's observations, evaluations, and discussions with the Member. In particular, the report will identify, as appropriate:

- (a) any concerns or identified issues that the Supervisor raised with the Member;
- (b) advice/guidance given, if any, with respect to issues the Supervisor identified;
- (c) any improvements or changes observed as a result of the Supervisor's advice/guidance;
- (d) the Supervisor's observation of whether the Member is practising safely; and
- (e) the Supervisor's observation of whether the Member meets the standard of care expected of a traditional Chinese medicine practitioner/acupuncturist practising in Ontario.

Immediate Reports

The Supervisor must immediately inform the College in writing if:

- (a) the Member and the Supervisor have terminated their supervision relationship and the reasons for the termination;
- (b) the Supervisor cannot meet the requirements of this policy;
- (c) the Supervisor cannot fulfill the terms of his or her supervision undertaking;
- (d) the Supervisor becomes the subject of disciplinary or incapacity proceedings;
- (e) the Supervisor ceases to be in good standing with the College; and

- (f) the Supervisor ceases to have a general certificate of registration or his or her certificate becomes subject to any terms, conditions or limitations.