



<b>NAME</b>	Supervision Policy		
<b>TYPE</b>	Registration		
<b>STATUS</b>	Final	<b>VERSION</b>	3
<b>DATE APPROVED</b>	November 3, 2014	<b>DATE REVISED</b>	March 13, 2019

### **Intent**

This policy applies to members of the College who act as supervisors to other members, applicants, or students in the practice of traditional Chinese medicine. The policy addresses the following:

1. How the College interprets the “clinical experience” requirement as set out in s. 9(1) para 2 of the Registration Regulation; and
2. The professional obligations of members who agree to supervise other members

In all cases, 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 expected clinical standard of care and display the expected knowledge, skill, judgment and attitude expected of a traditional Chinese medicine practitioner/acupuncturist. Furthermore, members may only supervise in the areas of TCM in which they are educated and experienced. In particular, only members who hold the R. TCMP designation may supervise herbal treatments.

### **Policy**

#### **1. Meeting the Program of Clinical Experience Requirement**

Applicants to the College must complete a program of clinical experience in the profession that is, structured, comprehensive, supervised and evaluated and which consists of at least 45 weeks of clinical experience involving at least 500 hours.<sup>1</sup> The College interprets “structured, comprehensive, supervised, and evaluated” as including the following criteria:

- The student is directly supervised by a member of the College in the General Class
  1. The supervisor may allow students to independently treat patients without being observed by the supervisor, once the supervisor has assessed the student’s abilities and is satisfied that the student has the necessary knowledge, skills, judgement and competencies. However, the supervisor must be immediately available to the student if needed.
- The supervisor is, at all times, physically present at the treatment location while the student treats the patient.
- The supervisor must observe interactions between the student and patient to assess:
  1. The student’s performance, capabilities, and educational needs
  2. Whether the student has the requisite competence to safely participate in a patient’s care
- The supervisor will review and sign patient records to confirm accuracy.

<sup>1</sup> See s. 9(1) para 2 of the Registration Regulation



It is the supervisors' responsibility to ensure that students receive comprehensive training. The College will consider the training to be comprehensive if the following requirements are met:

#### R. TCMP

- All patient visits completed within the 500 hours of direct patient contact must involve the full scope of traditional Chinese medicine including herbal medicine.
- If a student has completed a program of clinical training in acupuncture only, and wishes to be eligible for the R. TCMP designation, they must complete 250 hours of direct patient contact involving herbal medicine.

#### R. Ac

- All patient visits completed within the 500 hours of direct patient contact must involve the full scope of traditional Chinese medicine not including herbal medicine.

## 2. Supervision of Members

### *Which members must be supervised?*

The following are circumstances where a member of the College must be supervised:

- Student members may practise the profession only 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 class of registration must, among other things, indicate that an approved General Member will supervise the applicant and be responsible for ensuring that the applicant provides appropriate and continuing care to patients. Applicants for Temporary Class need to be aware that members who are 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 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 a General class certificate of registration may supervise members. Student, Temporary, and Inactive class members cannot act as supervisors.

### *Criteria for the supervision of members*

Members who act as Supervisors to other members must be pre-approved by the Registrar.

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 practising 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;
- (c) being available to the member for support and guidance;
- (d) reviewing and signing the member's patient assessment records;
- (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. The reports will include reasonable detail and contain all information that the Supervisor believes might assist the College in evaluating the member's standard of practice, and 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 above, 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.

Please see Appendix A for a supervisor report outline.

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



## **Appendix A**

### **Please prepare a report using the following #1 to #8 headings and attach #9.**

1. Member File
  - a. Does the member have their own file containing copies of CTCMPAO documents (letter of approval, renewal forms, continuing education events, tally of patient visits etc.)?
  - b. Liability Insurance - please attach a copy of the member's policy to your report
2. Patient Treatments: Please comment on the member's skills in
  - taking patient history and current health information
  - diagnosing the patient's condition
  - preparing a treatment plan
  - explaining the plan to the patient
  - following up on the effects of treatment
  - dealing with challenging or difficult patients
3. Patient Records – please attach a copy of at least six (6) unique patient records/files with at least one (1) follow up patient visit included for each reporting period.
  - a. informed consent form
  - b. record of each visit
  - c. receipt for treatment
4. Health and Safety Conditions
  - a. Does the member use appropriate cleaning, disinfection and sterilization techniques?
  - b. Does the member use proper management of waste materials including sharps and materials contaminated by blood or body fluids?
5. Scope of Practice  
Please describe the member's practice, giving examples of the full range of treatments they provide to patients.
6. Patient Visits  
Please provide the number of patient visits the member completed under your supervision
7. Clinic Conditions
  - a. Does the member provide patient privacy in the consultation area?
  - b. Does the member keep the area clean, sanitary, pest-free, and in good repair?
8. At the end of your report, please provide YOUR assessment of the quality of the member's practice based on your own observations – with examples.
9. Please attach a copy of the member's business card and advertising materials, if any.  
  
Supervisor's name, signature and date.