



College of Physicians and Surgeons of British Columbia

300-669 Howe Street
Vancouver BC V6C 0B4
www.cpsbc.ca

Telephone: 604-733-7758
Toll Free: 1-800-461-3008 (in BC)
Fax: 604-733-3503

Expectations of Supervisors for Registrants in the Provisional Class

Section 2-14 of the College Bylaws requires every registrant in the provisional class to have a sponsor, the agency requesting provisional registration, and a College-approved supervisor. A supervisor must be identified by the sponsor and must be acceptable to the College. A completed and signed sponsorship letter identifying the supervisor must be submitted prior to the applicant's formal application for registration and licensure in the provisional class.

The supervisor must provide reports in the format required by the College. At a minimum, the first supervisor evaluation report is required three months from the registrant's initial date of licensure, and annually thereafter on the registrant's anniversary of licensure until such time as the registrant is successful in meeting the requirements for registration and licensure in the full or conditional – practice setting classes. The College has the discretion to request additional reports. Generally, the degree of supervision required is proportional to the level of experience and competency of the registrant. The report must be provided directly from the supervisor to the College. At any time during the registrant's practice, the supervisor must report immediately to the College any concerns regarding patient safety or clinical competency, even if this is outside the formal reporting timelines.

Supervisor evaluation reports must be unbiased and must include the input of other involved health professionals. Supervisors are expected to use the best available strategies and assessment tools when preparing the reports, including, but not limited to: chart audits; mini-CEXs; chart-stimulated interviews; direct observations; conducting interviews with other physicians and health professionals in the community; and 360° evaluations. The report must contain evidence attesting to the registrant's competency and professionalism.

A copy of the completed and signed supervisor evaluation report should be provided to the registrant and the sponsor within one week of providing the report to the College. The College reserves the right to share the report with the sponsoring agency and the registrant if the supervisor does not do this directly. The supervisor should provide constructive critical feedback to the registrant regarding their performance at least once per quarter, and the registrant should be provided with opportunities for response. A supervisor should have training in cultural sensitivity and diversity awareness.

The supervisor has the responsibility to work collaboratively with the College and the sponsoring agency to assist the registrant in meeting their registration and licensure requirements as set out in the College Bylaws and by the Registration Committee. The supervisor should advocate that the registrant's workload is reasonable to allow adequate time for examination (or assessment) preparation in order for the registrant to be successful in meeting the deadlines associated with their registration and licensure. The supervisor should maintain contact with the registrant regarding the progress of their examinations, work with the registrant on preparing for the examinations, and work with the registrant on any key areas should the registrant have been unsuccessful in their examinations. The supervisor should be

aware that if a registrant fails to meet their registration and licensure requirements, the registrant's licensure will be cancelled. The College will provide the supervisor and the sponsor with the registration and licensure requirements of the registrant at the time the registrant is licensed with the College.

The supervisor must inform the College and the sponsoring agency if they cease supervision of a registrant. This notice should be sent to the College and the sponsor prior to the conclusion of supervision. The supervisor must provide a supervisor report to the College upon completion of their supervision of the registrant if they have been the supervisor for a minimum of three months, and they have not provided a supervisor report to the College within the last three months. The sponsor will be required to identify an alternative supervisor to the College via an updated sponsorship letter, within seven days of the conclusion of supervision.

There is no formal legal responsibility with respect to supervision and the College does not hold the supervisor liable for any misadventure that arises out of the registrant's practice, provided the supervisor has exercised due diligence in carrying out their duties. The supervisor must have a direct link to the College and the sponsor so as to discuss any concerns that may arise. Ultimately, it is the College that makes the final decision with respect to continuance of licensure.

Supervisor Eligibility Guideline

To be eligible to supervise a provisional registrant, a supervisor must be identified by the sponsor on the sponsorship letter and the supervisor(s) should have access to all the locations that a provisional registrant practises in order to provide adequate supervision. The supervisor must:

- be a registrant with the College in the full class of registration and licensure for the same discipline of practice as the provisional registrant
- have been registered with the College in the full class of registration and licensure for independent practice for a minimum of three years
- not have any open complaints pending with the College at the time of the request
- generally have no more than two sustainable complaints on file with the College
- not be monitored by the Prescription Review Program
- supervise no more than two provisional registrants and two clinical trainees at the same time
- not have a conflict of interest relationship with the provisional registrant to be supervised

Exceptions to these conditions may be granted by the manager, registration under exceptional circumstances. The approval of a supervisor is determined by the College.