

## REGISTRATION POLICY

# Guidelines for Supervision of Registrants in the Provisional Class

## Purpose

This policy outlines the College's expectations and processes for physicians engaged in a supervision arrangement pursuant to section 2-17 of the College Bylaws.

## Background

Section 2-17(1)(e) of the College Bylaws under the *Health Professions Act* states:

### Provisional - preregistration requirements

- 2-17 (1) To be granted provisional registration, an applicant must
- (a) have successfully obtained a preliminary assessment of their eligibility for registration from the College,
  - (b) have obtained an eligibility ruling for registration and licensure from the registration committee,
  - (c) have fulfilled the subjects listed in the eligibility ruling of the registration committee,
  - (d) if have completed postgraduate training in Canada, satisfactory to the registration committee, have obtained the LMCC,
  - (e) have the Health Authority or Faculty of Medicine, UBC provide to the College, a sponsorship letter satisfactory to the registration committee, that
    - (i) identifies the applicant's sponsor,
    - (ii) describes how the applicant will engage in the practise of medicine, and
    - (iii) identifies a supervisor satisfactory to the registration committee,

- (f) if successfully completed a family medicine program in Canada or a RCPSC specialty program in Canada, the requirements of section 2-17(1)(e) may be waived by the Registrar until the results are available from the next available sitting of the certification examinations of the CFPC or RCPSC.

## Policy

The level and duration of supervision is at the discretion of the health authority or Faculty of Medicine, UBC, with input from the supervisor, with overall approval by the College.

Supervisors are expected to provide a degree of supervision that is proportionate to the level of experience and competence of the registrant and to render evaluation reports regarding the registrant's performance as directed by the College.

### Terms of supervision

Supervision of the registrant commences on the effective date of the registrant's registration and licensure in the provisional class as set out by the terms provided in the sponsorship letter and continues until a new supervisor is named, sponsorship is rescinded, or the registrant is transferred to the full class of registration.

### Ceasing supervision

The supervisor must immediately inform the College and the sponsor if they cease supervision of a registrant. The supervisor must provide an evaluation report to the College upon completion of the supervision of the registrant if they have not provided a supervisor report to the College within the last three months. The sponsor will be required to identify an alternate supervisor via an updated sponsorship letter provided to the College within seven days of the cessation of supervision, or the provisional registration must be cancelled [Section 2-19(1)(d)].

### Supervisor responsibilities

The supervisor is expected to work collaboratively with the College and the sponsor 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 is responsible for the following:

- advocating 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 ongoing registration and licensure
- maintaining contact with the registrant regarding the progress of their examinations
- working with the registrant on preparing for the examinations
- working with the registrant on any key areas if the registrant was unsuccessful on 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 inform the supervisor and the sponsor of the registrant's registration and licensure requirements at the time the registrant is licensed with the College.

Supervisors must provide evaluation reports to the College on a periodic basis, as directed by the College depending on the circumstances. The College has the discretion to request additional reports.

- The evaluation report must be provided directly from the supervisor named on the sponsorship letter to the College.
- 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 health professionals involved in the evaluation and/or oversight of the registrant. Supervisors are expected to use the best available strategies and assessment tools when preparing the reports, including but not limited to the following:

- chart audits
- mini-CEXs
- chart-stimulated interviews
- direct observations
- conducting interviews with other physicians and health professionals in the community
- 360° evaluations
- 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 sponsor 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.

When a supervisor identifies that a registrant has areas for improvement, these areas should be documented in the supervisor evaluation report. Issues identified in the report may impact the registration and licensure of the registrant; however, the College would contact the supervisor and registrant prior for additional details. The College expects that the supervisor will work with the registrant in any areas that are identified.

For any patient safety or high-risk issue that the supervisor identifies, they must contact the College immediately to report. Under the *Health Professions Act*, any registrant of the College has a duty to report another registrant to the College if there are reasonable grounds to believe another registrant's continued practice of a designated health profession might constitute a danger to the public.

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.

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