



College of Physicians and Surgeons of British Columbia

# Registration Policy

## Supervisor Eligibility Requirements

### PURPOSE

This policy outlines the eligibility requirements for supervisors to the provisional, clinical observership, or the visitor classes of registration and licensure.

### BACKGROUND

Section 2-16 of the College Bylaws under the *Health Professions Act* states:

#### Provisional – preregistration requirements

- 2-16 (1) To be granted provisional registration, an applicant must
- (a) have successfully obtained a preliminary assessment of his or her 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) have successfully completed Part 1 of the MCC Qualifying Examination, and
  - (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 practice 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 2-16(1)(e) may be waived by the Registrar until the results are available from the next available sitting of the Part II of the MCC Qualifying Examination and the certification examinations of the CFPC or RCPSC.

Section 2-30 of the College Bylaws states:

#### Clinical observership

- 2-30 (1) Clinical observership registration may be granted to afford an educational experience, for a limited duration not exceeding three years, in an appropriate setting approved by the Registration Committee and for the purpose of becoming familiar with the clinical and ethical requirements of the Canadian medical system.

- (2) For the purposes of section 20(2) of the Act, to be granted clinical observership registration, an applicant must
- (a) have a medical degree,
  - (b) have successfully completed the Part 1 of the MCC Qualifying Examination, or have completed medical licensing examinations in the United States of America which are acceptable to the Registration Committee,
  - (c) have a written request sent directly from a registrant in one of the full classes of registration in good standing who
    - (i) agrees to supervise and be responsible for all clinical contact the applicant may have with patients and to ensure the applicant's compliance with the standards of professional ethics and standards of practice, and
    - (ii) details the duration, specific dates and locations, parameters, responsibilities, benefits and goals of such registration and the nature and extent of the intended supervision of the applicant in a form satisfactory to the Registration Committee,
  - (d) if a portion of the educational activity is to take place in a hospital, submit with the application a letter from the chief of staff of the hospital supporting the registration, and
  - (e) have Canadian citizenship, be a permanent resident or be legally able to live and work in British Columbia.

Section 2-31 of the College Bylaws states:

**Visitor**

- 2-31 (1) Visitor registration may be granted to an applicant who wishes to provide or acquire a short term learning experience relevant to the applicant's specialty and area of practice, not to exceed six months, involving clinical contact with patients or to provide limited medical care in specific circumstances, and will be subject to the limits and conditions specified by the Registration Committee.
- (2) For the purposes of section 20(2) of the Act, to be granted visitor registration, an applicant must
- (a) have a medical degree,
  - (b) have certification acceptable to the Registration Committee,
    - (i) if a family physician, from the CFPC or satisfactory postgraduate training in family medicine consistent with the applicant's defined responsibilities, unless exempted by the Registration Committee, or
    - (ii) if a specialist, from the RCPSC or certification as a medical or surgical specialist in the jurisdiction of practice immediately prior to applying for registration unless exempted by the Registration Committee,
  - (c) satisfy the Registration Committee that the applicant is legally entitled to visit or reside in British Columbia for the purpose of his or her educational experience,

- (d) submit with the application a request to grant the registration from a registrant in one of the full classes of registration or an organization acceptable to the registrar,
- (e) specify the dates and locations where the applicant will be carrying out his or her educational experience, and
- (f) provide the name of a registrant acceptable to the Registration Committee who, where appropriate, will be responsible for supervising the applicant.

## POLICY

The approval of a supervisor is determined solely by the College. The College reserves the right to refuse a physician the ability to supervise.

A supervisor must be identified by the sponsor requesting provisional, clinical observership or visitor class registration, and a signed, written supervisor agreement must be submitted to the College prior to registration.

### College guidelines for approval of supervisors

To be eligible to supervise a registrant in the provisional class, the candidate must comply with the following:

- be a registrant with the College in the full class of registration and licensure for independent practice in the same discipline of practice as the provisional registrant
  - In exceptional circumstances, if the supervisor is not practising in the same discipline, a second supervisor must be identified by the sponsor who is in the same discipline and will assist the primary supervisor with supervisory responsibilities.
  - In exceptional circumstances, a registrant in the conditional – practice setting class of registration may be approved to supervise.
- be currently active in practice
- have been registered with the College in the full class of registration and licensure for independent practice (or conditional – practice setting, if approved) for a minimum of three years
- if there is an active complaint, disciplinary proceeding, or an investigation against a proposed supervisor, the circumstances will be reviewed by the College on an individual basis to determine the proposed supervisor's suitability
- be supervising no more than one other provisional registrant and two clinical observers at the time of the request unless otherwise permitted by the College
- not have a relationship with the supervisee that constitutes a conflict of interest and disclose to the College any pre-existing relationship with the supervisee
- be responsible for ensuring that the supervisee complies with their ethical responsibilities as set out in the Canadian Medical Association's *Code of Ethics and Professionalism*
- have training in cultural sensitivity and diversity awareness

- have sufficient time and resources necessary to take on the responsibility of supervising a physician and to meet the College's expectations

### **Supervisors of Canadian graduates in the provisional class**

The committee has additional restrictions for graduates of Canadian residencies who are registered and licensed in the provisional class. The committee imposed these restrictions for Canadian-trained provisional registrants as they do not have accredited certification that other provisional registrants from outside of Canada do have (e.g. American Board of Family Medicine). The committee recognized that due to this, Canadian-trained provisional registrants would require additional support from their supervisor and other senior physicians in their practice to support public safety and to assist with preparation for any examination(s).

To be eligible to supervise a Canadian graduate in the provisional class, the candidate must meet the requirements outlined above (College guidelines for approval of supervisors). In addition, the candidate must have a telephone conversation with the manager or executive director of the registration department to discuss the following stipulations placed on the Canadian graduate.

#### ***Family medicine***

- must work in a group practice of at least three other family physicians
- may not be on call after hours
- must always have another family physician registered in the full – family class physically available in the practice when seeing patients; being available by phone is not sufficient
- if working as a hospitalist, must always have another hospitalist on duty and physically available
- locums must be at least three months in length
- supervisor reports are required every three months for the first year of practice and then annually thereafter

#### ***Specialist***

- must always have another specialist registered in the full – specialty class for the same specialty physically available when seeing patients; being available by phone is not sufficient
- may not be on call after hours, unless another physician in the same specialty is present
- locums must be at least three months in length
- supervisor reports are required every three months for the first year of practice and then annually thereafter

In exceptional circumstances, the committee may grant exemptions to one or more of the stipulations listed above for Canadian graduates in the provisional class.

### **Supervisors of registrants regaining currency as a family or specialist physician**

A registrant who does not meet the currency in practice requirements stipulated in sections 2-7 and 2-8 of the College Bylaws may be required to complete period of retraining prior to returning to independent practice. The period of retraining must be completed under the supervision of a registrant who is acceptable to the Registration Committee.

**Family class**

To be eligible to supervise a physician undergoing a period of retraining pursuant to section 2-8 of the Bylaws to be current for clinical practice as a family physician, the candidate must meet the requirements outlined above (College guidelines for approval of supervisors) and must

- work in a group practice of three or more family physicians, if applicable
- have been registered with the College in the full class of registration and licensure for independent practice (or conditional – practice setting if approved) for a minimum of three years
- oversee medical students or residents as part of their normal duties

**Specialist class**

A supervisor for a physician undergoing a period of retraining pursuant to section 2-8 of the Bylaws to be current for clinical practice as a specialist physician is not required to work in a group practice setting, as most of retraining takes place in a hospital setting.

**Supervisors of applicants to the clinical observership class or visitor class of registration and licensure**

A supervisor must be identified by the sponsor of the clinical observer or visiting physician, and a signed, written supervisor agreement must be submitted to the College prior to registration.

**Requirements**

To be eligible to supervise a registrant of the clinical observership class or the visitor class, the candidate must comply with the following:

- have been registered with the College in the full class of registration and licensure for independent practice for a minimum of three years
  - In exceptional circumstances, a registrant in the conditional – practice setting class of registration may be approved to supervise.
- be supervising no more than one other clinical observer and two provisional registrants at the time of the request, unless otherwise permitted by the College
- not have a relationship with the supervisee that constitutes a conflict of interest
- if the proposed supervisor has open complaints pending with the College, the circumstances will be reviewed by the College on a case-by-case basis to determine the proposed supervisor's suitability
- confirm in writing that they will be responsible for the supervision of any clinical contact with patients by the supervisee
- provide direct supervision of all interactions between the supervisee and the patient
- be responsible for ensuring that the supervisee complies with their ethical responsibilities as set out in the Canadian Medical Association's *Code of Ethics and Professionalism*
- have training in cultural sensitivity and diversity awareness
- where the clinical observer will be present during the clinical encounter with the patient, inform the patient that the clinical observer is an international medical graduate (IMG), Canadian

medical graduate (CMG) or a visiting independent medical student participating in an educational experience under their supervision

- obtain verbal consent from the patient to allow the supervisee to participate in the clinical experience
- have sufficient time and resources necessary to take on the responsibility of supervising a physician and to meet the College's expectations

In certain situations, it may be acceptable for the clinical observer to have limited interactions with the patient without supervision, where certain conditions are met, and as deemed acceptable to the College. Supervisors are encouraged to contact the College for more information.

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