



## CTCMPANL MENTORING POLICY

<b>Policy category and number:</b>	<b>Administration</b>
<b>Developed by:</b>	<b>CTCMPANL Board</b>
<b>Approved by :</b>	<b>CTCMPANL Board</b>
<b>Date:</b>	<b>August 31, 2016</b>

### **Overview of policy:**

The purpose of this policy is to fulfill the NLCHP directives to the College with regard to the supervision or mentoring of Members and Applicants.  
*Refer to: NLCHP Policy - Registration-Supervision of registrants*

This policy is intended to outline and explain the obligations of members who agree to supervise/mentor 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/mentoring is to ensure that the supervised/mentored 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.

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

In compliance with the *Acupuncturists Regulations 2012*, Registrants must maintain Personal Liability Insurance.

**Policy**

Applicants to the College must complete a clinical experience in the profession that is, structured, comprehensive, *supervised* and evaluated. Such supervision/mentoring can only be performed by those in the General status registration without condition. The College expects that the clinical experience program will ensure that applicants are qualified to practice

Members holding a General status temporary registration must be supervised/mentored. Members holding a General status registration may require supervision/mentoring in certain circumstances.

A Supervisor/Mentor must be able to communicate in language as approved by the CTCMPANL Board.

An applicant for General status temporary registration must, among other things, indicate that an approved General status registrant will supervise/mentor the applicant and be responsible for ensuring that the applicant provides appropriate and continuing care to patients. Applicants for General status temporary registration need to be aware that:

Members who are Traditional Chinese medicine practitioners (R. TCMP) can supervise/mentor traditional Chinese medicine practitioners and Acupuncturists whereas Acupuncturists (R. Ac) can supervise/mentor only Acupuncturists

The Council may require members of the General status registration class to be supervised/mentored in certain circumstances. This will be determined on a case by case basis.

Supervisor/ Mentor and the applicant must maintain Personal Liability Insurance

**Procedure:**

Only those members who hold a General status registration without restriction may supervise/mentor Applicants and Members.

General status temporary registrants cannot act as supervisors/mentors.

Members who act as Supervisors/Mentors to NLCHP registrants must be pre-approved by the CTCMPANL Board.

Members who act as Supervisors/Mentors **MUST** complete the NLCHP on line mentoring education module.

<http://chplearning.ca/ourcourses/?occ=1>

Supervisors/Mentors must contact their insurance provider to state they will be acting in a Supervisor/Mentor capacity. Proof is required by the College

Applicants must contact their insurance broker to arrange appropriate personal liability insurance coverage for their situation. Proof is required by the College.

When supervising/mentoring Members, Supervisors/Mentors will, at minimum:

- 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/Mentoring Undertaking will be provided to the supervised/mentored Member;
- not be related to the Member in any way. Additionally, there must not be a real or perceived conflict of interest between the Supervisor/Mentor and the Member;
- accept the primary responsibility of supervising/mentoring the Member;
- be experienced in the practice area in which the Member will be practicing and is able to accurately assess competency;
- communicate effectively with the Member about his or her practice and recommended practice improvements;
- be able to evaluate the skills and knowledge of the Member;
- be able to communicate with the Member in the Member's language

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

- supervising/mentoring the Member's practice and conducting regular reviews of practice;
- directly observing patient care where appropriate;
- being available to the Member for support and guidance;
- reviewing the Member's patient assessment records on the agreed upon timetable;

- discussing any concerns arising from chart reviews with the Member;
- 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;
- reporting necessary information to the College in the stipulated format; and
- 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/Mentor deems necessary to the Member's supervision/mentorship.

The supervision/mentorship undertaking that must be entered into by the Supervisor/Mentor may impose responsibilities and obligations in addition to those set out in this policy.

#### *Written Reports*

The Supervisor/Mentor will be required to submit written reports to the College.

*Refer to: CTCMPANL Mentors Report and Rating form*

The CTCMPANL Mentors Report and rating form will identify:

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

### *Immediate Reports*

The Supervisor/Mentor **must** immediately inform the College in writing if:

- a) the Member and the Supervisor/Mentor have terminated their supervision/mentoring relationship and the reasons for the termination;
- b) the Supervisor/Mentor cannot meet the requirements of this policy;
- c) the Supervisor/Mentor cannot fulfill the terms of his or her supervision undertaking;
- d) the Supervisor/Mentor becomes the subject of disciplinary or incapacity proceedings;
- e) the Supervisor/Mentor ceases to be in good standing with the Council and the College and
- f) the Supervisor/Mentor ceases to have a General status registration or his or her certificate becomes subject to any terms, conditions or limitations.

**The obligations of the College** will include, but not be limited to, the following:

1. Discipline specific Colleges MUST establish criteria to become a Supervisor/Mentor.
2. Discipline specific Colleges MUST define roles and responsibilities of the Supervisor/Mentor and the registrant.
3. Discipline specific College MUST approve the Supervisor/Mentor.
4. Colleges must confirm Supervisors/Mentors to Council.
5. A copy of the signed contract between Supervisor/Mentor and the College must be maintained on the registrants file  
Refer to: CTCMPANL Mentorship guidance contract
6. Documentation that the registrant has successfully completed the supervision/mentoring contract and is competent to practice as a beginning practitioner must be forwarded by the College to the NLCHP. This documentation will be placed in the registrants file

*Refer to: CTCMPANL Mentors Report and Rating form*

**References:** The College notes that this policy complies with directives set out in:

The *Health Professions Act* (HPA) 2010 - Section: 29(3)(b)

*Acupuncturists Regulations* 2012 - Sections: 5. (2)(a) & (b),

6. (1) (a) & (b) & 6.(6), 7. (5)(c), 8 .(1)(b), 9 (2)(6)

**Associated Policies:** NLCHP Policy - Registration-Supervision of registrants  
CTCMPANL Acupuncturists Re-Entry Program Policy

**Relevant Forms:** NLCHP Policy - Registration-Supervision of registrants  
CTCMPANL Mentors Report and Rating Form  
CTMPANL Mentorship guidance contract  
CTCMPANL Mentorship skills assessment form

**Policy History:** Original policy: August 31, 2016

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