

Contracts of Supervision College of Physicians and Surgeons of Manitoba Process

The following will be the usual process for approving a new Contract of Supervision (CoS):

1. **Preliminary contact:** The intended Primary Supervisor or employer (e.g., a regional health authority), or their agent, will contact CPSM indicating an intention to engage a specific CIA/PA. In some cases, the employer is also the Primary Supervisor, for example where a physician is hiring a CIA/PA to practice at their private medical clinic. As part of this initial contact, the name of the CIA/PA and the intended Primary Supervisor will need to be provided to CPSM. A brief description of the intended scope of practice for the CIA/PA must also be provided.
2. **Confirmation of intent:** Once the intention is declared, a letter to the employer copied to the Primary Supervisor (*if not the same person*) will be issued from CPSM. The letter will:
 - a. outline the requirements for entering a CoS,
 - b. confirm that the template CoS, which is available on the CPSM website, has been reviewed or will be reviewed by the intended Primary Supervisor and CIA/PA, and
 - c. indicate that the CIA/PA is responsible for ensuring they complete other aspects of the registration process with CPSM in concert with the process for approving their CoS if they have not already done so.

Contemporaneously, the CIA/PA will be contacted by CPSM regarding the process in a similar manner. This may be simplified if they are already a regulated associate member of CPSM and simply entering new, additional or substitute CoS.

3. **Required Information:** The employer or Primary Supervisor will be required to provide:
 - a. a complete list of proposed supervisors and intended class of supervision for those individuals (Primary, Alternate or Additional),
 - b. the intended practice location(s) for the CIA/PA,
 - c. the position's contemplated EFT; and
 - d. a draft practice description in word format that is based on a CPSM template, which may be obtained from CPSM (to become Appendix A to the CoS).

Note: It is expected that the supervisor(s) and the CIA/PA will read and understand the CoS and draft practice description before approval is sought.

Note: Employers or Primary Supervisors familiar with this process can combine steps one, two, and three.

4. **Approval process:** Once CPSM has the above items and information:
 - a. **Practice description:** CPSM will review the practice description and finalize it by removing highlighting that is present in the CPSM template. This process may require further contact with the Primary Supervisor or others, if necessary, in order to clarify or modify aspects of the practice description. Once finalized, the practice description will be submitted to the Registrar for approval.

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- b. **Contract of Supervision:** CPSM will complete the CoS using the information obtained (i.e., add signature lines and the practice location(s)) and prepare it to be signed. This process includes ensuring proposed supervisors meet CPSM criteria.
5. **Obtaining signatures:** CPSM will then send the CoS back to the employer or Primary Supervisor (whichever is the usual point of contract) in its final form, including with the approved practice description attached as Schedule A. Signature lines will be included for all supervisors who are approved. The CoS will then need to be signed by all supervisors and sent back to CPSM, complete with Schedule A.
6. **Final approval:** Once CPSM receives the fully signed CoS, it will be reviewed and signed by the Registrar or designate to confirm approval. This will include ensuring no modifications have been made and supervisors have properly signed. Once signed by the Registrar or designate, the Cos will come into effect.
7. **Notice of final approval:** CPSM will email the CoS (with the practice description attached as Appendix A) in PDF format to all named supervisors and the PA/CIA with a reminder about the addendums, performance evaluations and reporting. This email will include whether the regulated associate member (CIA/PA) has been otherwise registered or not by CPSM.
8. **Internal monitoring:** CPSM will diarize reporting deadlines for the regulated associate member. The Quality Department of CPSM oversees monitoring.