

Contracts of Supervision College of Physicians and Surgeons of Manitoba Process

The following will be the usual process for approving new contracts of supervision (CoS):

1. The intended employer, which may be a regional health authority, will contact CPSM indicating an intention to hire 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 work at their private clinic. As part of this contact, the name of the CIA/PA and the intended Primary Supervisor will need to be provided.
2. 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. It will outline the requirements for entering a contract of supervision. It will confirm that the template contract of supervision, which is available on the CPSM website, has been reviewed or will be reviewed. It will further 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 contract of supervision. Contemporaneously, the CIA/PA will be contacted by CPSM regarding the application process in a similar manner. This may be simplified if they are already a regulated associate member of CPSM and simply entering an additional or substitute contract of supervision.
3. The employer or Primary Supervisor will be required to provide:
 - a. a complete list of proposed supervisors and intended class of supervision (Primary, Alternate or Additional);
 - b. intended practice location(s);
 - c. the position's EFT; and
 - d. a draft practice description in word format that is based on a CPSM template, which may be obtained from CPSM.
4. It is expected that the supervisor(s) and the CIA/PA will read and understand the contract of supervision and practice description before approval is sought.
5. Once CPSM has the above items:
 - a. It 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.
 - b. CPSM will complete the Contract of Supervision using the information obtained (i.e. add signature lines and the practice locations) and prepare it to be signed. This process includes ensuring proposed supervisors meet CPSM criteria.
6. CPSM will then send the CoS back to the employer or primary supervisor in its final form, including with the approved Practice Description attached as Schedule A. Signature lines will be added by CPSM 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.

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7. CPSM will email the final CoS to all named supervisors with a reminder about the addendums, performance evaluations and reporting. This email will also include whether the regulated associate member has been otherwise registered or not.

8. CPSM will diarize reporting deadlines for the regulated associate member.