

Additional Information: CPSM Reporting Obligations

New CPSM reporting obligations will be integrated into the Practice Description under the heading 'Evaluation and Assessment Performance'. For the vast majority of Clinical/Physician Assistants, the Primary Supervisor will be required to send periodic reports to the Registrar of CPSM that are satisfactory to the Registrar regarding the Clinical/Physician Assistant's performance. Absent exceptional circumstances, for example evidence that the Clinical/Physician Assistant has worked with the Primary Supervisor within the previous few months under a similar Practice Description, reporting will occur on the following schedule:

1. once per month for the first three months;
2. every three months for the following 9 months, and
3. every 12 months thereafter.

Reports must be satisfactory to the Registrar. An approved reporting form can be found at the following links:

- [Clinical Assistant Monitor Report](#)
- [Physician Assistant Monitor Report](#)

Primary Supervisors may develop their own reporting form, but it would have to be pre-approved by the Registrar and at least be composed of the same information fields as appear in the above noted approved reporting form. The ITER form used within Shared Health, for example, has been determined to be satisfactory.

Reporting obligations rest with the Primary supervisor and cannot be delegated

Legal requirements

The [Applicable laws and regulations](#) are posted on the CPSM website.

In particular, we draw your attention to the following:

1. [Part 8](#) of the CPSM General Regulation concerning requirements for supervising physician assistant and clinical assistants;
2. [Part 6](#) of the CPSM General Regulation concerning title restrictions.
3. CPSM's Standards of Practice, particularly including— Volume of Service;
4. Sections [4](#), [5](#) and [6](#) of *The Regulated Health Professions Act* respecting the performance of reserved acts and the delegation of the performance of reserved acts;
5. [Section 6](#) of the CPSM Practice of Medicine Regulation respecting the performance of reserved acts and the delegation of the performance of reserved acts; and

6. [Part 5](#) of the [CPSM General Regulation](#) respecting the performance of reserved acts and the delegation of the performance of reserved acts, particularly:
- subsections [5.8\(3\)](#) and subsection 5.12 which relate to prescribing,
 - subsection [5.16\(1\)](#), which prohibits Clinical/Physician Assistants from delegating reserved acts, and
 - subsection [5.20\(1\)](#), which restricts Clinical/Physician Assistants to performing only those reserved acts they are authorized to perform by their practice supervisor where the practice supervisor is legally permitted and competent to perform the reserved act.

Signatories

The Clinical/Physician Assistant and all members who will act in a supervisory capacity must sign the Contract of Supervision. This includes the Primary Supervisor as well as any alternate supervisors and additional supervisors.

In signing, parties to the contract acknowledge having read and understood both the Contract of Supervision and Practice Description. The Contract of Supervision can only be signed when an approved Schedule A is attached.

The Contract of Supervision contains the following termination provisions, which will be explained in more detail below:

This contract may be terminated by either Primary Supervisor or Physician/Clinical Assistant by giving thirty (30) days' notice of the fact in writing to the other and to CPSM. It can be otherwise cancelled in accordance with subsection 8.16(1) of the General Regulation. Upon termination of the contract, Primary Supervisor and [Clinical/Physician] Assistant must advise CPSM of the circumstances which led to termination.

Those named in this Contract of Supervision as alternate or additional supervisors may have their name removed from this contract by giving thirty (30) days' notice of the fact in writing to both Primary Supervisor and to CPSM.

Breach of Contract of Supervision

A breach of this Contract of Supervision may result in the following:

- The imposition of conditions of Physician/Clinical Assistant's Certificate of Practice by the Registrar;
- Removal of an alternate or additional supervisor from the Contract of Supervision; or

c. Cancellation of the Contract of Supervision.

Under the termination provisions, a Primary Supervisor may have their name removed from a contract by giving 30 days' notice to CPSM and the Physician/Clinical Assistant. The Physician/Clinical Assistant may exit the contract by giving the CPSM and Primary Supervisor 30 days' notice. Any alternate or additional supervisor may have their name deleted from a contract by giving 30 days' notice to the Primary Supervisor and CPSM.

Termination of Contract of Supervision

Under subsection 8.16(1) of the General Regulation, a Contract of Supervision is automatically cancelled if the Primary Supervisor is unable to fulfil their responsibilities under the contract and none of the designated alternate supervisors can fulfil their responsibilities under the contract. The Registrar further has discretion to cancel the Contract of Supervision if one or more of its terms are breached.

In the event a Clinical/Physician Assistant can no longer work at the practice location(s) listed in a Contract of Supervision, for example due to loss of employment, the Primary Supervisor or alternate supervisor would consequently no longer be able to fulfil their supervisory role for that Clinical/Physician Assistant at the listed practice location(s) and therefore the contract would be cancelled. Thus, employment issues can have implications respecting the ability of the parties to fulfil the terms of a Contract of Supervision.

Primary and alternate supervisors are required to promptly notify CPSM if they are permanently unable to fulfil their supervisory role under the terms of a Contract of Supervision, for example in the event of loss of employment.

Clinical/Physician Assistants are required to promptly notify CPSM if they cease to practice at a listed practice location, for example due to loss or employment.

Any addition of an alternate or additional supervisor to a Contract of Supervision must be approved by CPSM. This can be done by the execution of a new contract or by way of an addendum in the approved form to the original contract.