

Guidelines and Expectations for Supervisors

A Supervised Practice Assessment (SPA) supervisor is expected to assess an applicant through chart review and multi-source feedback for the duration of the three-month assessment. Throughout the assessment, the applicant is the most responsible physician and sees patients independently.

QUALIFICATIONS

- Holds a valid Alberta medical practice permit.
- Is on either CPSA's General or Provisional Register.
- Has a minimum of three years of active practice in Alberta.
- Is in good standing with CPSA.

ROLE & EXPECTATIONS

- Participates in three phone calls with a CPSA Senior Medical Advisor (generally under 10 minutes):
 - An initial call at the start of the assessment,
 - An interim call at the six-week point and
 - A final call at the 12-week point.
- Evaluates the performance of the applicant by providing CPSA with the following documentation through an online assessment system:
 - Completes an Interim Report and a Final Report.
 - Completes two to three Chart Stimulated Recalls (CSR) forms per week (total of 12-15 forms).
 - Consults with medical and non-medical colleagues to obtain feedback.
 - Provides this documentation through our online assessment system.
- Discusses cases with the applicant weekly:
 - We ask that supervisors discuss areas for assessment – including differential diagnosis, management of care, follow-up plans, documentation, professionalism and communication.
 - These weekly meetings offer the opportunity to have a broader discussion with the applicant and create a space to provide appropriate feedback.

GUIDELINES

Supervisors should:

- I. Not have a **financial interest** (being a facility/clinic owner, sharing in clinic profits or receiving a financial benefit).
- II. Have **no personal or professional conflict of interest. Examples of a potential conflict of interest include:**
 - a. A pre-existing personal relationship (i.e. friends with the spouse of the applicant, a spouse is a colleague).
 - b. A pre-existing professional relationship (i.e. colleague of the applicant).
 - c. A pre-existing agreement (written or verbal) for financial or “in kind” support for an assessment or for return of service.
- III. **Work at (or have access to) all locations** the applicant will be practicing in.
- IV. **Work in (or have worked in) the scopes of practice** the applicant needs to be supervised in.
- V. **Not be an approved CPSA sponsor** or clinical oversight physician associated with an approved sponsor. Practice Readiness Assessment (PRA) assessors and supervisors are not eligible to be sponsors or connected to sponsorship applications in any way (including as the clinical oversight regulated member). While any regulated physician may apply to be a sponsor/be responsible for clinical oversight of a sponsored physician, doing so requires a complete withdrawal from all PRA assessor/supervisor activities.
- VI. Receive compensation from CPSA at a rate of \$200 per hour for a maximum of 15 hours.