



## Employer application for approval of position and supervisor:

- Provisional general scope of practice
- Special purpose scope of practice

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REG3 – Oct 2016  
For office use only  
Registration No:

- This form is to be completed by proposed employer, and sent with the doctor's completed checklist, application form, and documentation to the Council office for processing.
- **Only complete applications will be processed.**

### SECTION 1 – Applicant details [To be completed by employer]

Family name \_\_\_\_\_

Given names \_\_\_\_\_

### SECTION 2 – Supervision details [To be completed by supervisor]

#### Supervisor's details

Name \_\_\_\_\_

Registration No. \_\_\_\_\_

Position \_\_\_\_\_

Place(s) of work \_\_\_\_\_

How many hours per week will you work with the applicant? \_\_\_\_\_

Do you have a current APC?  Yes  No

Are you registered in a vocational scope?  Yes  No

Date registered \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Scope of practice \_\_\_\_\_

Supervision plan attached  Yes – please attach details of induction, orientation, and supervision separately

#### Signature of supervisor

I have read the Council's publication "*Orientation Induction and Supervision for International Medical Graduates*" and understand what is required of me. I agree to supervise the applicant and forward completed reports at three month intervals or as requested by the Medical Council.

Signature \_\_\_\_\_

Date \_\_\_\_\_

/ /

Print name \_\_\_\_\_

#### Signature of the Chief Medical Officer (CMO) or practice principal

In the DHB environment, the signature of the CMO/CMA or their delegate. In the primary care environment, the signature of the practice manager/practice principal or their delegate.

I agree to the proposed supervision and induction plan and accept responsibility for ensuring the plan attached is implemented.

Signature \_\_\_\_\_

Date \_\_\_\_\_

/ /

Print name \_\_\_\_\_

### SECTION 3 – Employment details [To be completed by employer]

Scope of practice

Provisional general

Special purpose

Position applicant is appointed to

Area of medicine  
eg. paediatrics

Employer

Workplace

MCNZ run no  
(NZREX graduates only)

Full or part-time position (indicate in hours/week)

Employment (day/month/year) From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### SECTION 4 – Reference details [To be completed by employer]

**Council requires three references to complete the application\*.**

1. References must be completed by senior medical colleagues who are familiar with the applicant's current professional practice and have worked with the applicant within the last three years. At least one of these must be from a recent employer.
2. Where an applicant is applying for registration at registrar level or above, the referees must be consultants/specialists in the same branch of medicine as the applicant, and must have worked closely with and be familiar with the applicant's practice at the level they have been appointed in New Zealand.
3. For full details on reference requirements please refer to the Council's *Policy on reference requirements for registration applications*.

These can be either:

- Transcripts of verbal references       Email references sent directly between the employer and the referee       Written references

**Council requires all references to be verified at source. Please sign that you have done so:**

Print name

(person who verified the reference)

Position

Signed

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**References must be dated within 6 months of the doctor's completed application being received in the Council office. All references\* must include information about:**

- Referee's name
- Referee's place of employment and level of position
- Where and when the referee worked with the applicant

**Council requires employers to use the referee report form (RP6), available for download at the Council website [www.mcnz.org.nz](http://www.mcnz.org.nz), for all doctors applying to work at specialist level in New Zealand. The referee report form (RP9) can be used for all other position levels.**

**\* Not required for applications from NZREX graduates**

### HR or recruitment agent to contact regarding queries for this application

Print name

Position

Email

Phone no.

## Supervision Summary for Supervisors of Provisionally Registered International Medical Graduates

Supervision is a requirement for registration of all doctors registered in a provisional general, provisional vocational, or special purpose scope of practice.

### What do we mean by supervision?

'Supervision is the provision of guidance and feedback on matters of personal, professional and educational development in the context of a doctor's experience of providing safe and appropriate patient care.' Good supervision should enable the doctor to review and develop their practice in a supportive environment, and enhance their knowledge, skills and professionalism. In addition, supervision encourages a culture of continuous learning and development. It will be both formal (scheduled and planned) and informal.

### Why do we require supervision?

Supervision supports a doctor's practice, and enables an assessment of the doctor's performance while they become familiar with the New Zealand health system and the required standard of medical practice in New Zealand. It assures Council that a doctor is able to practise safely, with support and oversight, until the doctor is able to demonstrate that they are able to practise competently and safely independently.

### Responsibilities of the supervisor, supervisee and employer

The general responsibilities of a **supervisor** will include:

- Ensuring that the IMG is participating in their orientation and induction programme.
- Providing clarity about how both parties will communicate during normal working hours and after hours (where applicable). This includes setting ground rules for communicating with other team members.
- Making sure that protected supervision time is scheduled regularly and kept free of interruptions.
- Being readily available and approachable.
- Where applicable, providing clear clinical notes and comprehensive management plans, which include parameters clarifying when specialist involvement is required for a particular patient.
- Monitoring and verifying what the IMG is doing, and that they are capable of carrying out their duties competently.
- Raising performance issues early. The sooner these are addressed, the more opportunity the IMG has to take corrective action.
- Identifying whether poor performance is caused by poor communication skills and making arrangements for communication skills tuition, when necessary.
- If the supervisor believes that the IMG's practice may put patient safety at risk, the supervisor should report concerns to their employer and to Council.
- Arranging to regularly review the IMG's understanding and knowledge of key clinical areas.
- Ensuring the IMG is working within their approved scope of practice and alerting the Council if this not the case.
- Understanding the requirements that the IMG must complete in order to gain full registration (for those on provisional scopes), and providing support, where appropriate, to help the IMG meet these requirements.

The general responsibilities of the **supervisee** will include:

- Making a commitment to engage fully in the supervision process.
- Taking responsibility for ensuring that an appropriate supervision schedule has been arranged, diarising these appointments and giving it priority.
- Working with the supervisor to set supervision and educational objectives.
- Keeping a supervision logbook, including participation in continuing medical education activities.
- Communicating clearly and responsibly with the supervisor.
- Being ready to accept constructive feedback, and being receptive to changing behaviour where necessary.
- Taking part in audit and peer review or group activities.
- Asking for advice appropriately.

- Asking for more support or mentoring, should this be necessary.
- Contacting the supervisor early on when concerns or issues arise, or when they feel out of their depth in any way.
- Recognising limits of professional competence.
- Obtaining approval from Council for any changes to supervision arrangements, registration conditions or requirements before they are implemented.
- Informing the Council if the conditions or requirements of supervision are not being met.

The general responsibilities of the **employer** will include:

- Ensuring supervision is provided according to Council's policies.
- Facilitating the provision of protected time for the IMG and supervisor.
- Ensuring the IMG is adequately oriented to organisational policies and procedures.
- Advising Council of any concerns about the IMG if they form the opinion that there is a risk to the public that cannot adequately be addressed by implementing local measures.
- Understanding the requirements that the IMG must complete in order to gain full registration (for those on provisional scopes), and providing support, where appropriate, to help the IMG meet these requirements.

### **Reporting requirements**

While an IMG holds a provisional scope of practice, they are required to submit supervision reports to Council every three months. The reports should be completed and signed by the IMG and their supervisor. If required, the supervisor will need to be willing to discuss any concerns raised in the reports, and the measures put in place to manage issues of public health and safety with Council staff.

A comprehensive [IMG orientation, induction and supervision guide](#) is available on Council's website.