



# Application to amend practising certificate

## Special purpose scope

PO Box 10 509, The Terrace, Wellington, 6143, New Zealand  
 Level 28 Plimmer Towers, 2-6 Gilmer Terrace, Wellington, 6011, New Zealand (for packages)

Contact: +64 4 384 7635 – 0800 286 801 – [registration@mcnz.org.nz](mailto:registration@mcnz.org.nz)

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 For office use only  
 Reference No:

### SECTION 1 – IMPORTANT INFORMATION

- Please use this form to apply to Council for a change in supervisor, employment, or position.
- It may take up to 20 working days to process this application. If the change(s) you are requesting fall outside the delegation provided to the Registrar it will be referred to Council for consideration. Council meets every two months.
- You cannot work within these changes until they are approved by Council and endorsed on your APC.
- Your APC will not be back dated.

Reminder: Registration within a special purpose scope is not a pathway to permanent registration

### SECTION 2 – DOCUMENTS TO BE PROVIDED

- Completed supervision report for the last three months
- Copy of your letter of appointment
- A new supervision plan is required if you are:
- registered within a comparable health system and moving to a new employer
  - working with off-site supervision
  - working in general practice or accident and medical practice.
- Updated training objectives (if you are currently registered through the postgraduate training pathway)

### SECTION 3 – TO BE COMPLETED BY APPLICANT

Forename(s)		Surname:	
Address for medical register:			
I understand that:			
<ul style="list-style-type: none"> <li>• The Medical Council may review my registration at any time.</li> <li>• The supervisor who is named on my practising certificate will report to the Medical Council.</li> </ul>			
Signed:		Date:	day / month / year

### SECTION 4 – TO BE COMPLETED BY SUPERVISOR

Forename(s)		Surname:	
Registration number:		Current PC:	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Position:			
I am registered within a vocational scope:	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Scope:	
<ul style="list-style-type: none"> <li>• I have read the Council's document <i>Supervision for international medical graduates</i> and understand what is required of me.</li> <li>• I agree to supervise the applicant and to forward completed reports at three monthly intervals, or as requested by the Medical Council.</li> </ul>			
Signed:		Date:	day / month / year

**SECTION 5 – TO BE COMPLETED BY CHIEF MEDICAL OFFICER (CMO) OR PRACTICE PRINCIPAL\*\***

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

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

\*\* Signature only required when there is a requirement to submit a supervision plan.

Name of person signing:		Position:	
Signed:	Date:		day / month / year

**SECTION 6 – TO BE COMPLETED BY EMPLOYER**

Position appointed to:		Scope of practice:	
Hospital / Institution / Employer			
Position:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	In tenths: / 10
Start date of employment:	day / month / year	End date of employment:	day / month / year
Name of person signing:		Position:	
Signed:	Date:		day / month / year

## 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.