



PA COS1: Application to vary annual practising certificate

Physician Associate Provisional scope of practice

SECTION 1 – IMPORTANT INFORMATION

- Please use this form to apply to Council for a change in employment, work location or supervision arrangements while you are registered in the Physician Associate Provisional scope of practice. Our processing time is **20 working days** from receipt of a complete application.
- Council approval must be given before commencing in a different supervision arrangement or new employment. Commencing work before approval has been granted is considered a breach of your professional obligations as a physician associate. The time worked in breach will not be counted towards your requirements for registration in the Physician Associate General scope of practice. You must wait until the requested changes are approved and endorsed on your practising certificate. Your practising certificate will **not** be back dated.
- We require up-to-date supervision reports to be provided through our online portal.

SECTION 2 – TO BE COMPLETED BY APPLICANT

Last name:		Registration number:	
First names:			
Change required (tick one or more boxes)		Documents to be provided	
☐	Extension to current employment	Job offer – if changing employers or extending current employment Supervision plan – if changing employers or supervisors	
☐	Change of work location		
☐	Change of employer		
☐	Change of supervisor		
I understand that:			
- The Medical Council may review my registration at any time to ensure that I am practising within my scope of practice. - My primary supervisor will report to the Medical Council every three months or as requested.			
Signed:		Date:	dd / mm / yyyy

SECTION 3 – TO BE COMPLETED BY EMPLOYER (OR PROPOSED EMPLOYER IF EMPLOYER IS CHANGING)

Work location(s) – please list all:			
Area of medicine:			
Position:	☐ Full time ☐ Part time	Hours per week:	
Start date of variation:	dd / mm / yyyy	End date of employment:	dd / mm / yyyy
Name of signatory:		Position:	
Signed:		Date:	dd / mm / yyyy

SECTION 4 – TO BE COMPLETED BY CURRENT SUPERVISOR (OR PROPOSED SUPERVISOR IF SUPERVISOR IS CHANGING)			
Last name:		Registration number:	
First name:		Position:	
I am currently registered in a vocational scope:	☐ Yes ☐ No	Scope:	
- I have read Council's online guidance on the supervision framework for physician associates and understand what is required of me. - I agree to supervise the applicant and to complete supervision reports every three months or as requested by the Medical Council.			
Signed:		Date:	dd / mm / yyyy
SECTION 5 – TO BE COMPLETED BY CHIEF MEDICAL OFFICER (CMO) OR PRACTICE PRINCIPAL**			
In a hospital environment, the signature of the CMO or their delegate is required. In the primary care environment, the signature of the practice manager/practice principal or their delegate is required. I understand that the applicant is under supervision, and I accept responsibility for ensuring appropriate supervision is implemented. ** This section does not need to be completed if the only change is a change of supervisor.			
Name of signatory:		Position:	
Signed:		Date:	dd / mm / yyyy

Supervision Summary for Supervisors of Physician Associates

Supervision is a requirement for registration of all Physician Associates (PAs) registered in the PA Provisional 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 PA's experience of providing safe and appropriate patient care.' Good supervision should enable the PA 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?

Effective and efficient supervision is a crucial part of the regulatory framework for PAs registered in the PA Provisional scope of practice as they commence regulated practice in New Zealand.

During this initial period, the PA will be adjusting to a new practice environment and health system. They will also be developing working relationships with their supervisor(s), multidisciplinary team and other colleagues.

Responsibilities of the supervisor, supervisee and employer

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

- Monitoring the performance of, and providing feedback to the PA, within:
 - this framework
 - the PA's employer-credentialled clinical responsibilities, and
 - the PA Provisional scope of practice.
- Supporting the PA to meet the requirements of the supervision plan.
- Ensuring onsite supervision is available to the PA if the primary supervisor is not available.
- If delegating onsite supervision under this framework, ensuring the PA and onsite supervisor are provided with credentialling reports of the PA, and any other employer guidelines.
- Providing clinical input to the employer in relation to initial and annual credentialling review of the defined clinical responsibilities of the PA in each workplace.
- Holding regular, scheduled meetings with the PA and providing constructive feedback (incorporating feedback provided by any other onsite supervisor and the wider clinical team).
- Supporting the ongoing professional development of the PA through encouraging their engagement and participation in:
 - multi-disciplinary team meetings
 - peer review of difficult cases
 - grand rounds (if applicable)
 - journal clubs.

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

- engaging in all aspects of the employer-led credentialling process
- promptly raising with their employer and/or primary supervisor any issues relating to the effectiveness, functionality, or logistics of their supervision
- ensuring the ongoing delivery of culturally safe practice
- meeting the requirements of the supervision plan
- follow up to ensure that supervision meetings occurs and supervision reports are furnished.

While registered in the PA Provisional scope of practice, the PA must also meet the expectations of their primary supervisor (or their delegate) and seek their feedback and input both on a day-to-day basis in relation to specific clinical cases, and in terms of their general performance.

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

- Nominating a primary supervisor for approval by the Council.
- Providing a job offer and proposed supervision plan to Council, as part of the application for registration, for consideration by Council.
- Using the Ministry of Health credentialling framework to credential the PA to define the specific clinical responsibilities that they are assigned (based on their qualifications, training and experience) in each specific service environment in which they practise (within the PA Provisional scope of practice). This includes undertaking a credentialling review at least annually, or when clinical responsibilities change.
- Ensuring the PA and primary supervisor are provided with credentialling reports of the PA, and any other employer guidelines.
- Ensuring that the primary supervisor provides quarterly reporting to Council for any PA registered in the PA Provisional scope of practice.
- Ensuring there is protected time for the primary supervisor and the PA to meet.
- Ensuring a system is in place for the primary supervisor to obtain feedback from any onsite supervisor.

Reporting requirements

While a PA holds a PA provisional scope they are required to submit supervision reports to Council every three months. Supervisors provide the report through an online portal, and PAs review and acknowledge the report through the portal. 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.

The supervision framework for physician associates is available on Council's website.