



Te Kaunihera
Rata o
Aotearoa

**Medical
Council of
New Zealand**

PO Box 10509
Wellington
New Zealand

+64 4384 7635
0800 286 801
physicianassociates@mcnz.org.nz
www.mcnz.org.nz

PA REG2: Application for approval of position and supervisor

☐ *PA provisional scope of practice*

- This form must be completed by your proposed employer and submitted with your application for registration within the Physician Associate Provisional scope of practice.

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 _____

Work location(s) –
please list all _____

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

Area of medicine _____

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

Signature of supervisor

I have read the Council's publication "[Supervision framework for physician associates](#)" and understand what is required of me. I agree to supervise the applicant, and complete supervision reports every three months or as requested by the Medical Council.

Signature _____ Date _____ / _____ / _____

Print name _____

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

In a hospital environment, the signature of the CMO 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]

Area of medicine e.g., general practice

Work location(s) – please list all

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 doctors 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. The referees must be consultants/specialists in the same or similar area of medicine as the applicant and must have worked closely with and be familiar with the applicant's practice.
3. **All references must be completed using Council's reference form (RP6)**
4. 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 physician associate'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

HR or recruitment agent to contact regarding queries for this application

Print name

Position

Email

Phone no.

Supervision Summary for Supervisors of Physician Associates

Supervision is a requirement for registration of all PAs registered in 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.