



Completing supervision reports online

Guide for supervisors

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1 - Accessing your supervision reports

You can access your supervision reports by either logging into your myMCNZ account, or following the link to the report in your email notifications.

1.1 - Accessing your reports via myMCNZ

To access your reports via the myMCNZ portal:

1.1.1 - Go to the myMCNZ portal - <https://mymcnz.org.nz/>.

1.1.2 - Log in using your username and password.

1.1.3 - Click on the **Do it online** tab and select **Supervision** from the dropdown list.

1.1.4 - This will take you the **Doctors I am supervising** landing page in the online supervision reports portal. This page displays an overview of all the doctors you're supervising as well as the status of any reports.

1.1.5 - Follow the links in the **Action** column to open a specific report.

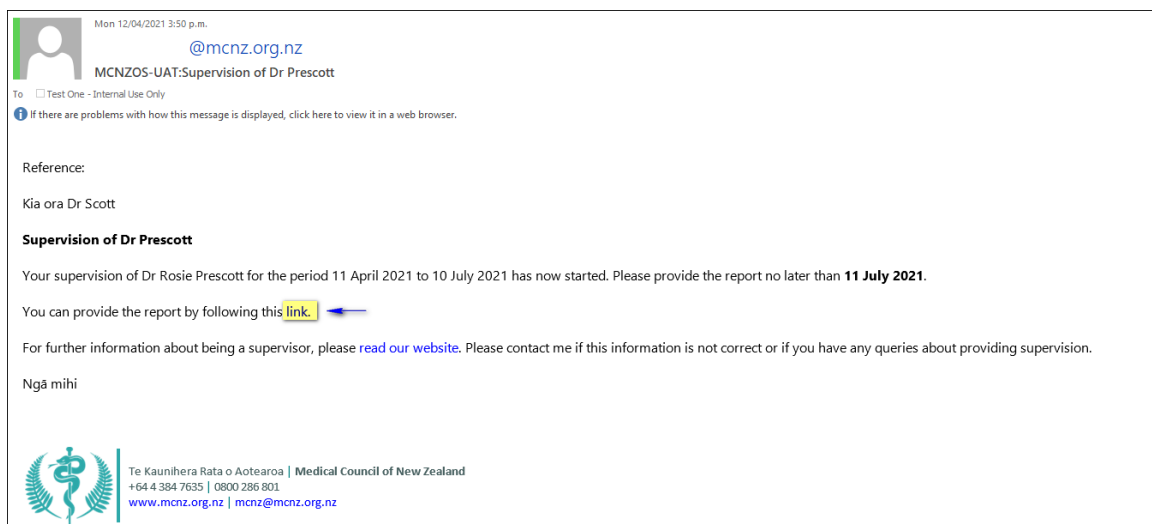
Doctors I am currently supervising							
All active reports Overdue Due Not yet due With doctor for review							
Filter by name							
Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	12-Apr-2021	Not submitted	Overdue	Continue
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	12-Jul-2021	Not submitted	Not yet due	Continue
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	01-Apr-2021	13-Jul-2022	Not submitted	Not yet due	Continue

1.2 - Accessing your reports via email link

1.2.1 - You can also access reports directly from the emails we will send you. When a reporting period begins, we will send you an email advising:

- that a new reporting period has started,
- the end date of the reporting period,
- the date you are expected to submit the report, and
- that you can access the report directly by following a link.

1.2.2 - The email will look something like this example:



1.2.3 - Click on the link indicated.

1.2.4 - You will be prompted to log into myMCNZ. Log in using your username and password.

1.2.5 - After you're logged in, the report will open to the first page of the report (the **Doctor information page**).

All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021

[Navigate back to your landing page](#)

1 Doctor information

2 Knowledge 0 / 5

3 Judgement 0 / 4

4 Communication 0 / 5

5 Professionalism 0 / 4

6 Observation 0 / 1

7 Summary

[Parts of the report and the number of questions per section](#)

Dr Rosie Jane Prescott ()

Scope

Scope of practice: Provisional General, Comparable Health System

Employment

Employer/place of work: Nelson City Medical Centre, House Officer, General Practice

Medical Council registration contact

@mcnz.org.nz

Reporting period

Start date: 11 April 2021
End date: 10 July 2021
Variation to end date: Select variation date

Save

Next

If the supervision report covers a period shorter than the stated End date, enter the last date of the supervision period and the reason for ending the supervision earlier.

If this is not your last supervision report for the doctor, the start date of the next reporting period will adjust to be day after the end date of this reporting period.

We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other individuals or organisations where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.

1.2.6 - Click on the link indicated.

1.2.7 - You will be prompted to log into myMCNZ. Log in using your username and password.

1.2.8 - After you're logged in, the report will open to the first page of the report (the **Doctor information page**).

All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021

[Navigate back to your landing page](#)

i We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other individuals or organisations where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.

1 Doctor information

2 Knowledge
0 / 5

3 Judgement
0 / 4

4 Communication
0 / 5

5 Professionalism
0 / 4

6 Observation
0 / 1

7 Summary

[Parts of the report and the number of questions per section](#)

Dr Rosie Jane Prescott ()

Scope

Scope of practice	Provisional General
Pathway	Comparable Health System

[Information about the doctor](#)

Employment

Employer/place of work	Nelson City Medical Centre
Capacity	House Officer
Area of medicine	General Practice
Scheduled end date of employment	-

Please contact us if the above information is not correct, or is likely to change in the near future

Medical Council registration contact

@mcnz.org.nz [Registration Coordinator contact details](#)

Reporting period

Start date	11 April 2021
End date	10 July 2021

Variation to end date

If the supervision report covers a period shorter than the stated End date, enter the last date of the supervision period and the reason for ending the supervision earlier.

If this is not your last supervision report for the doctor, the start date of the next reporting period will adjust to be day after the end date of this reporting period.

[Save](#)

[Next](#)

2 - Completing a supervision report

2.1 - Doctor information section

- 2.1.1 - The doctor information shows information about the doctor you're supervising including their scope of practice, places of employment, capacity, area of medicine, and which coordinator at Council is handling their application.
- 2.1.2 - From this page, you can also vary the end date of the report. You will need to do this if you want to submit the report before the scheduled end date of the reporting period. Scenarios in which you might to vary the end date include:
- the doctor has left their employment earlier than scheduled,
 - you are going to be away at the end of the reporting period,
 - Council staff have asked you to submit a report earlier than scheduled for some reason.

Reporting period

Start date	11 April 2021
End date	10 July 2021

Variation to end date

If the supervision report covers a period shorter than the stated End date, enter the last date of the supervision period and the reason for ending the supervision earlier.

If this is not your last supervision report for the doctor, the start date of the next reporting period will adjust to be day after the end date of this reporting period.

[Save](#)

[Next](#)

2.1.3 - Click **Next** when you're ready to begin completing the report.

2.2 - Rating criteria on each page

2.2.1 - Rate the doctor in each category using the criteria provided.

1 Doctor information

2 Knowledge 0 / 5

3 Judgement 0 / 4

4 Communication 0 / 5

Knowledge and skills

Substantially below expectation Meets expectation Above expectation Substantially above expectation Not observed

Knowledge
Demonstrates knowledge and skills relevant to the doctor's discipline of medicine

Tip: Hover your mouse over the information icon to see a detailed description for each rating:

All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021

1 Doctor information

2 Knowledge 0 / 5

3 Judgement 0 / 4

4 Communication 0 / 5

5 Professionalism

Knowledge and skills

Substantially below expectation Meets expectation Above expectation Substantially above expectation Not observed

Knowledge
Demonstrates knowledge and skills relevant to the doctor's discipline of medicine

Professional knowledge
Knowledge of workplace procedures

2.3 - If the doctor hasn't met the required standard

2.3.1 - You will be prompted to provide further information if you select either **Substantially below expectation** or **Below expectation** for any category. You can change your rating at any time before you've submitted the report.

1 Doctor information

2 Knowledge 0 / 5

3 Judgement 0 / 4

4 Communication 0 / 5

5 Professionalism 0 / 4

Knowledge and skills

Substantially below expectation Meets expectation Above expectation Substantially above expectation Not observed

Knowledge
Demonstrates knowledge and skills relevant to the doctor's discipline of medicine

Please elaborate: Here you have to elaborate on your assessment

Save Comment

2.4 - Navigating within the report

2.4.1 - You can click **Previous** and **Next** at the bottom of each section to move backwards or forwards.

2.4.2 - You can also quickly move to any section by clicking on the headings on the left hand side.

Note: You don't have to complete a section before you move to a new one. Your progress will be saved, even if you only answer some of the questions.

All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021

1 Doctor information

2 Knowledge 5 / 5

3 **Judgement** 0 / 4

4 Communication 0 / 5

5 Professionalism 0 / 4

6 Observation 0 / 1

7 Summary

Clinical judgement

	Substantially below expectation ⓘ	Below expectation ⓘ	Meets expectation ⓘ	Above expectation ⓘ	Substantially above expectation ⓘ	Not observed
Diagnostic skills For example identifies and prioritises patient problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patient management For example synthesises data, makes appropriate and culturally safe management decisions, responds appropriately to call outs and provides emergency care as require	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management Plans and organises work, sets goals and meets them, prioritises calls, seeks advice on priorities if needed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognising limits Accurate assessment of own skills, refers and consults with others as required, takes responsibility for own actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2 Previous

2 Next

2.5 - Observation and additional comments

2.5.1 - In the **Observation** section of the report you'll be asked to indicate how you assessed the doctor during the period of supervision. You can choose more than one option. If you select either of **Feedback from non-medical staff** or **Other** you will need to provide a brief explanation.

2.5.2 - You can also make further comments in the **Additional comments** section. This is completely optional. However, any comments you make here will be shared with the doctor.

The screenshot shows the 'Observation' and 'Additional comments' sections of the report form. On the left is a sidebar with seven numbered steps: 1. Doctor information, 2. Knowledge (5/5), 3. Judgement (3/4), 4. Communication (5/5), 5. Professionalism (4/4), 6. Observation (0/1), and 7. Summary. The main content area is titled 'Observation' and contains four radio button options: 'Direct observation', 'Feedback from medical colleagues', 'Feedback from non-medical staff', and 'Other'. The 'Direct observation' option is selected. Below these options is a text box asking for context if not self-observed, with a yellow callout box stating: 'If you select or include an option other than "Direct observation", you will be asked to provide some context of your assessment here'. A 'Save Comment' button is to the right. Below the 'Observation' section is the 'Additional comments' section, which has a yellow callout box stating: 'This is not a mandatory field but I can add any additional comments I wish to provide to the Medical Council about Dr Prescott's performance in this comments box. Dr Prescott will also have visibility of this comment.' and a 'Save' button. The date '21/8/2020' is at the bottom right.

2.6 - Summary page – incomplete sections

2.6.1 - The last section of the form is the **Summary page**. From this page you can see whether all sections of the report are complete or not. You won't be able to submit the report if it is not complete.

2.6.2 - If a section is not complete, return to that section and answer any outstanding questions.

The screenshot shows the 'Summary' page of the report form. The sidebar on the left shows the progress: 1. Doctor information, 2. Knowledge (5/5), 3. Judgement (3/4), 4. Communication (5/5), 5. Professionalism (4/4), 6. Observation (1/1), and 7. Summary. The main content area is titled 'Summary' and shows a list of sections with their completion status: 'Doctor information (Complete)' with a green checkmark, 'Knowledge (Complete)' with '5/5' and a green checkmark, 'Judgement (Incomplete)' with a red dot and a message 'Please select a rating for all questions', 'Communication (Complete)' with '5/5' and a green checkmark, 'Professionalism (Complete)' with '4/4' and a green checkmark, and 'Observation (Complete)' with '1/1' and a green checkmark. A yellow callout box with a red triangle and '3/4' points to the 'Judgement' section, with a message: 'All sections have to be complete before you can submit the report'. At the top right is a 'Download report' button. At the bottom left is a 'Previous' button. At the bottom right is a 'Submit' button. A blue banner at the bottom states: 'We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other individuals or organisations where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.' A yellow banner above the 'Submit' button states: 'Submission becomes available on 10 July 2021'. A blue banner at the very bottom states: 'To submit this report before 10 July 2021, go back to the doctor information step, enter the new end date for this supervision report and the reason you are submitting this early. Then, return to this page and submit the report.'

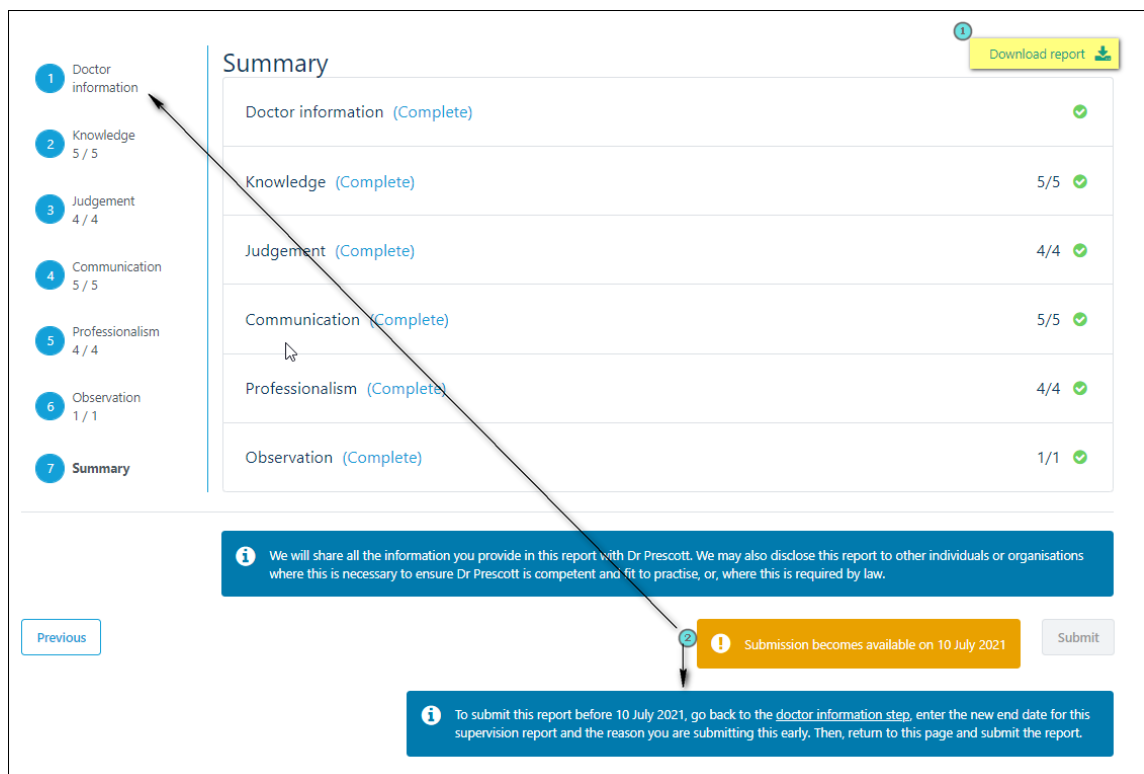
2.7 - Summary page – Downloading the report for discussion with the doctor

2.7.1 - You can **download** a copy of the report to discuss with the doctor before you submit the report. You can then return and make changes to the report before submitting it. The report you download will have a 'draft' watermark where the report is yet to be submitted to indicate it is not the final version.



2.8 - Summary page – Submitting the report before the end date

2.8.1 - You can only submit a report on or after the reporting period end date. The **Summary** page will indicate what date submission becomes available.



2.8.2 - To submit the report before this date, you need to return to the **Doctor information** page to vary the end date. that will allow you to submit the report before the scheduled end date.

For example, you might want to vary the end date if the doctor has left their employment earlier than expected, or if you are going to be unavailable for any reason on the scheduled end date.

1 Doctor information

2 Knowledge 5 / 5

3 Judgement 4 / 4

4 Communication 5 / 5

5 Professionalism 4 / 4

6 Observation 1 / 1

7 Summary

Dr Rosie Jane Prescott ()

Scope

Scope of practice

Provisional General

Pathway

Comparable Health System

Employment

Employer/place of work

Nelson City Medical Centre

Capacity

House Officer

Area of medicine

General Practice

Scheduled end date of employment

-

Please contact us if the above information is not correct, or is likely to change in the near future

Medical Council registration contact

Ancari Van Niekerk

avanniekerk@mcnz.org.nz

Reporting period

Start date

11 April 2021

End date

10 July 2021

Variation to end date

13 April 2021

1

Remove

Reason for variation to end date

2

Due to this reason, the supervision period ends today

3 53/2000

Save

2.9 - Submitting the report

2.9.1 - Once the end date of the reporting period has been reached, or you have updated the end date, you can submit the report.

2.9.2 - Click on the **Submit** button and then confirm that you've discussed the report with the doctor.

1 Doctor information

2 Knowledge 5 / 5

3 Judgement 4 / 4

4 Communication 5 / 5

5 Professionalism 4 / 4

6 Observation 1 / 1

7 Summary

Summary

Download report

Doctor information (Complete)

5/5

Knowledge (Complete)

4/4

Judgement (Complete)

5/5

Communication (Complete)

4/4

Professionalism (Complete)

1/1

Observation (Complete)

i

We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other individuals or organisations where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.

Previous

1 Submit

2.9.3 - The doctor will now receive a notification that you've completed a report for them. They will have the opportunity to view your assessment and comments and can make comments.

2.9.4 - Once the doctor confirms they've reviewed the report, it will be sent to Medical Council for processing.

Note: If you've indicated any concerns in your report, the system will send the report immediately to Medical Council as well as giving the doctor the opportunity to review and comment. In this case, it won't wait for the doctor to confirm they've seen the report.

3 - Landing pages

3.1 - Landing page – “Doctors I am currently supervising”

3.1.1 - On this landing page you will be able to see an overview of all the doctors you are supervising, and the status of the reports you are scheduled to provide.

Doctors I am currently supervising

1 2

All active reports Overdue Due Not yet due With doctor for review

Filter by name

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	3
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	4 Continue

Completed reports 5

Filter by name

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
No items to show...							

3.1.2 - If you are supervising more than one doctor, there are **filters**, and a **search tool**, to make it easier to find a particular doctor.

Doctors I am currently supervising

1

All active reports Overdue Due Not yet due With doctor for review

Filter by name

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	Download
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue

3.1.3 - You can filter the reports you have to complete by their status:

- All active reports: a list of all the reports you have to complete
- Overdue: outstanding for 14 days or more
- Due: 7-14 days after the reporting period end date
- Not yet due: before the reporting period end date
- With doctor for review: the report you submitted is with the IMG doctor to review and submit

3.1.4 - You can also **search** for a specific doctor by entering their first or last name.

Doctors I am currently supervising


2

All active reports Overdue Due Not yet due With doctor for review

Filter by name

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	Download
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue

3.1.5 - You can **download** (as a PDF) a copy of the report you submitted. The report will be in 'draft' until the doctor has reviewed and submitted it.



Te Kaunihera
Rata o
Aotearoa

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Council of
New Zealand**

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monz@monz.org.nz
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Generated at 8:05AM on 13 April 2021

Supervision Report

From 7 April 2021 to 10 April 2021*
Status: For review

Dr Rosie Prescott ()

Scope of practise
Provisional General

Pathway
Comparable Health System

Employer / place of work
Nelson City Medical Centre

3.1.6 - Follow the links in the **Action** column to open that specific report.

Doctors I am currently supervising

[All active reports](#)
[Overdue](#)
[Due](#)
[Not yet due](#)
[With doctor for review](#)

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	12-Apr-2021	Not submitted	Overdue	Continue
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	12-Jul-2021	Not submitted	Not yet due	Continue
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	01-Apr-2021	13-Jul-2022	Not submitted	Not yet due	Continue

3.1.7 - There is also a list of **reports you previously submitted** for doctors you are currently supervising.

Doctors I am currently supervising

[All active reports](#)
[Overdue](#)
[Due](#)
[Not yet due](#)
[With doctor for review](#)

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	Download
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue

Completed reports

Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
No items to show...							

3.2 - Doctor's landing page

3.2.1 - **Select** the doctor to open the doctor's landing page for information about the doctor you are supervising.

Doctors I am currently supervising							
All active reports				Overdue	Due	Not yet due	With doctor for review
Filter by name							
Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provisional General	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	
15 Dr Rosie Jane Prescott	Provisional General	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue

3.2.2 - On the **Doctor's landing page** you can:

- Navigate back to your landing page
- The Council registration coordinator's email address
- A list of the reports you must complete for the doctor
- Select the link to navigate to the report
- Completed reports that were submitted by yourself or other supervisors for the doctor in the past
- Download a PDF of the submitted report.

1 All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021

Dr Rosie Jane Prescott

Scope

Scope of practice

Pathway

Provisional General
Comparable Health System

Employment

Employer/place of work

Capacity

Area of medicine

Scheduled end date of employment

Nelson City Medical Centre
House Officer
General Practice
9 March 2022

Please contact us if the above information is not correct, or is likely to change in the near future

2 Medical Council registration contact

Ancari Van Niekerk

avanniekerk@mcnz.org.nz

3 Reports I have to complete

Start date	End date	Report due date	Status	Action
11-Apr-2021	12-Apr-2021	14-Apr-2021	In progress	Continue
11-Apr-2021	12-Jul-2021	14-Jul-2021	In progress	4 Continue

5 Completed supervision reports

Supervisor	Start date	End date	Outcome	Status	Action
Dr Bede Terrence Mclvor	01-Apr-2021	13-Apr-2021	Not at the required standard	Complete	16
Dr Bede Terrence Mclvor	01-Apr-2021	13-Apr-2021	Not at the required standard	Complete	
Dr Eli James Scott	11-Apr-2021	13-Apr-2021	Not at the required standard	Complete	

3.3 - Notifications and email reminders

3.3.1 - You will receive the following notifications and reminder emails about doctors you are supervising:

- a. A notification email on the **start date** of the reporting period.
- b. A notification email **three days** prior to the end date of the three-month reporting period.
- c. A reminder email every **seven days** after the reporting period end date, until you have completed the report.