



College of Veterinarians of British Columbia

Registration Committee Policy: Requirements of a Primary Supervisor to a Provisional Supervised Active (PSA) Registrantⁱ

Published October 2021

Preamble

A veterinarian with Provisional Supervised Active registration in the Private Practice class ('PSA registrant') must always work under the direct supervision (defined in s. 2.1(13) of the bylaws¹) of a CVBC Private Practice registrant who has agreed to and been approved to act as a supervisor for that PSA registrant.

While there may be multiple registrants within a practice facility who are acting in the role of supervisor for a PSA registrant, there must at all times be a single veterinarian who is identified as the Primary Supervisor.

A Primary Supervisor must enter into a formal supervisor agreement with and be approved by the CVBC.

A PSA registrant is a member of the CVBC and must practice in accordance with the *Veterinarians Act* and the CVBC's bylaws and standards, and thus bears responsibility for his or her actions. Any supervisor likewise bears responsibility for their own actions under the *Act* and bylaws, but also for those additional responsibilities undertaken upon agreeing to act as a PSA registrant's supervisor (Primary or additional).

Policy Purpose

The foundation for responsibilities of the Primary Supervisor and of any additional supervisors is established in the CVBC's Bylaws (Part 2 – Registration), s. 2.8A.

This policy identifies the eligibility criteria for the Primary Supervisor, as anticipated by bylaws s. 2.1 (30)(a)(ii) and also elaborates on the responsibilities framed in bylaw s. 2.8A(4).

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¹ CVBC Bylaws, Part 2 – Registration
(<https://cvbc.ca/wp-content/uploads/2021/09/Part-2-Registration-Approved-1.pdf>)

A. Criteria for a Primary Supervisor

To be eligible to act as a Primary Supervisor to a PSA registrant, the supervisor candidate must:

1. be an active registrant of the CVBC in the Private Practice class;
2. have been an active Private Practice registrant with the CVBC for a minimum of 3 years out of the last 5 years (immediately prior to signing the supervisor agreement);
3. be in good standing with the CVBC (as defined in s. 1.1(12) of the Bylaws);
4. have no current referrals (“citations”) from the Investigation Committee to the Discipline Committee (see s. 57(1)(b) and 58 of the *Veterinarians Act*); and
5. have no conflict of interest (real or perceived) with the PSA registrant that may interfere with the supervision or objective evaluation of the supervisee².

B. Responsibilities of a Primary Supervisor

The Primary Supervisor must:

- a. verify that the individual whom they are agreeing to supervise holds Provisional Supervised Active registration with the CVBC before that individual engages in the practice of veterinary medicine under their supervision;
- b. ensure that direct supervision is provided at all times when the PSA registrant is engaged in professional activities, unless the supervisory responsibilities have been delegated to an ‘additional supervisor’ (as defined in the CVBC bylaws, s. 2.1 (30) and (30)(b)
 - i. the Primary Supervisor must personally supervise the PSA for a minimum of 60% of the time that the PSA registrant is working as a veterinarian in the practice;
 - ii. the Primary Supervisor may delegate supervisory responsibilities to “additional supervisors” (as defined in the CVBC bylaws s. 2.1(30))
 - a) additional supervisors may supervise the PSA registrant for no more than a total of 40% of the time that the PSA registrant is working in the practice as a veterinarian;
 - b) the Primary Supervisor must ensure that additional supervisors are:
 1. fully informed of the details of the provisional supervised registration category;
 2. aware of the responsibilities of an additional supervisor and agree to undertake those responsibilities; and
 3. formally identified to the CVBC and approved by the Registrar ahead of time (approval can be sought and granted by email or phone call if appropriate);

² If either party to this agreement believes or suspects that there may be a conflict of interest, or is unsure of what might constitute a conflict of interest, they should contact the Registrar’s Office to discuss their concerns and questions prior to entering into a Supervision Agreement

- c. ensure that the supervision is carried out in a manner that allows the supervisor (Primary or additional) to be assured that the PSA registrant is safely and competently carrying out their clinical responsibilities;
- d. ensure that the PSA registrant is identified in all aspects of their professional activities as “a veterinarian working under supervision”;
- e. ensure that clients are aware that some services may be provided by a veterinarian working under supervision as a Provisional Supervised Active registrant and that for all surgical cases the informed consent will document the Registrant who will be performing the surgery, when applicable;
- f. immediately notify the Registrar if they believe that the PSA registrant:
 - i. Has performed any act of professional misconduct or serious neglect;
 - ii. Has been impaired while at work;
 - iii. Is practising in a manner that may expose patients or clients to risk of harm or injury; or
 - iv. Is practising below standards established by the CVBC or by the profession;
- g. Immediately notify the Registrar of any change to the supervisory situation:
 - i. If any supervisor is unable to continue their role, or is unable to fulfill their obligations on a temporary basis (eg. due to illness, vacation, personal emergency, etc);
 - ii. If the Primary Supervisor is unable to fulfill their responsibilities and wishes to terminate the agreement; or
 - iii. If the Primary Supervisor is no longer in good standing with the College as defined in bylaw s. 1.1(12) or receives a new referral (‘citation’) from the Investigation Committee to the Discipline Committee;
- h. Agree to conduct an evaluation of the PSA registrant on a quarterly basis and to promptly complete and submit a Quarterly Report (form provided by the CVBC) with those findings to the Registrar on a schedule established by the Registrar’s Office. The Registrar may provide recommendations to the Primary Supervisor and PSA registrant following the review of the quarterly reports and will keep the Registration Committee apprised of the PSA registrant’s evaluations and progress; and
- i. Enter into a formal agreement with the CVBC to act as the Primary Supervisor of the named PSA registrant and accept the responsibilities and requirements of that role.

ⁱ This policy document is adapted directly from the CVBC’s “Provisional Supervised Active (PSA) Registration – Registrant Supervisor Agreement” (attached as Appendix to this policy) that was developed by the Registration Committee and accepted by the Council alongside the development of the revisions to the bylaws introducing the PSA category (s. 2.8A et al). The Agreement was circulated to registrants for review during the feedback period and again during the bylaw vote. As such, the criteria for eligibility to act as a Primary Supervisor, as well as the responsibilities of the supervisor, as enumerated in the Agreement have been transposed into this formalized CVBC policy.



College of Veterinarians of British Columbia

PROVISIONAL SUPERVISED ACTIVE (PSA) REGISTRATION – PRIMARY REGISTRANT SUPERVISOR AGREEMENT –

To be completed and returned to the College of Veterinarians of B.C. (CVBC) Office of the Registrar before the commencement of any provision of veterinary medical services by the PSA registrant at a practice facility.

Name of Practice Facility: _____ ('the Practice')

Name of PSA registrant to be supervised: _____ ('the PSA Registrant')

Primary Supervisor's Declaration

I, _____ (please print name), certify that I:

- a) have been registered in BC as a Private Practice registrant for a minimum of 3 years out of the last 5 years (immediately prior to signing this agreement).
- b) am in good standing with the CVBC as defined in bylaw s. 1.1(12);
- c) have no current referrals ("citations") from the Investigation Committee to Discipline;
- d) have no conflict of interest (real or perceived) that may interfere with the supervision or objective evaluation of the supervisee. [Please contact the CVBC to discuss any concerns or questions about possible conflicts of interest]

I agree to assume the role of Primary Supervisor for the above-named veterinarian (the PSA Registrant) working under my direct supervision who is attending the Practice under a Provisional Supervised Active Registration to gain clinical experience in preparation for the Clinical Proficiency Examination (CPE) and the Preliminary Surgical Assessment Examination from:

Start Date: _____ (mm/dd/yyyy) to Anticipated End Date: _____ (mm/dd/yyyy).

I have verified with the CVBC that this veterinarian has been granted a Provisional Supervised Active Registration.

Further,

- I understand that the PSA Registrant must always work under direct supervision of a CVBC-approved supervisor.
- I understand that I am personally expected to provide direct supervision to the PSA Registrant as defined in the bylaws for a minimum of 60% of the time that the Registrant is working in the practice.
- I understand that I am required to be present when the PSA Registrant is engaged in professional activities unless I have delegated that responsibility to an Additional Supervisor as defined in the bylaws, who must be identified to and approved ahead of time by the Registrar (Additional Registrant Supervisor Agreement can be found on the CVBC website)
- I understand that the supervision must be such that it allows me or any other supervisor, to be assured that the Registrant is safely and competently carrying out their clinical responsibilities.

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- I also understand that this veterinarian will be a member of the CVBC with a Provisional Supervised Active Registration in accordance with the Bylaws of the CVBC, and as such, bears responsibility for his or her actions.
- I agree to ensure that the PSA Registrant always describes themselves a “veterinarian working under supervision”, and that I will monitor their use of the term and that all signage and communications from the practice will reflect this.
- I agree to ensure that clients are aware that some services may be provided by a veterinarian working under supervision as per the CVBC Provisional Supervised Active registration classification, and that for all surgical cases the informed consent will document the registrant who will be performing the surgery, when applicable.
- I agree to immediately notify the Registrar in writing if I reasonably believe any of the following to be true:
 - a) the PSA Registrant has performed any act of professional misconduct or serious neglect
 - b) the PSA Registrant is impaired at work
 - c) the PSA Registrant’s practice may expose patients or clients to risk of harm or injury
 - d) the PSA Registrant is practising below standards established by the CVBC or by the profession
- I will also immediately notify the Registrar if:
 - a) any supervisor is unable to continue in their role, or is temporarily unable to fulfill obligations, e.g., due to illness, vacation, personal emergency, etc.
 - b) I am unable to fulfill my responsibility as Primary Supervisor and wish to terminate the agreement
 - c) I am no longer in good standing with the College as defined in bylaw s. 1.1(12) or have a new referral from the Investigation Committee to Discipline Committee against me.
- I agree to complete a quarterly report on a form provided by the Registrar (every 3 months and/or on request) and I understand that recommendations may be forthcoming after review of the quarterly reports by the Registrar.
- I understand that this is a formal agreement and undertaking between myself and the College of Veterinarians of British Columbia, and that a failure to appropriately supervise or otherwise uphold my responsibilities as Primary Supervisor could result in a referral to the Investigation Committee by the Registration Committee.
- I understand the Registrar must approve this agreement before commencement of any practice by the PSA Registrant and reserves the right to terminate the arrangement.

Signature of Primary Supervisor: _____ Date: _____

Print name: _____

Signature of the PSA Registrant: _____ Date: _____

Print name: _____

<p><i>For office use only:</i> Notes:</p> <p>Registrar signature: _____ Date: _____</p>	<p>Registrar decision: approve refer to Registration Committee deny</p>
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