

PHYSICIAN ASSISTANT INSTITUTION, DEPARTMENT OR PRACTICE SETTING

Contract of Supervision

Do not make changes to the wording of the document. You are only permitted to complete the required fields.

PREAMBLE

This agreement between _____ (the "Primary Supervisor"), a regulated member of the College of Physicians and Surgeons of Saskatchewan ("CPSS"), _____ (the "Physician Assistant"), a regulated member of the CPSS, and the undersigned alternate supervisor(s) and additional supervisor(s) serves as Contract of Supervision as contemplated under CPSS Bylaw 2.13.1 (e), which states:

2.13.1(e) In addition to meeting the requirements in paragraph (a), (b), (c) and (d), an applicant for a licence to practise as a physician assistant must also submit a practice description and contract of supervision with a regulated member to the Registrar for approval. The Registrar will only issue a licence to practise as a physician assistant if the Registrar approves the practice description, approves the supervisor(s) as appropriate to provide the supervision, and approves the contract of supervision.

It is expressly understood by all the undersigned persons that this Contract of Supervision is subject to review and approval by the Registrar of the CPSS. Any subsequent amendment to this Contract of Supervision must be specifically approved by the Registrar in writing.

TERMS AND CONDITIONS

In entering into this Contract of Supervision, the following is acknowledged and agreed between Primary Supervisor, Physician Assistant and all other undersigned parties:

Physician Assistant – Scope of Practice

1. Primary Supervisor engages in the practice of medicine at the following location(s) and requires the services of a Physician Assistant to perform certain medical duties:

Practice Location:	
Site Description:	
Physician Assistant anticipated start date:	

2. Physician Assistant has agreed to perform certain medical duties in accordance with this Contract of Supervision as agent for Primary Supervisor. Physician Assistant has also agreed to perform certain medical duties as agent for any alternate supervisor or additional supervisor who is designated in accordance with this Contract of Supervision. A Primary Supervisor, Alternate Supervisor or Additional Supervisor actively supervising Physician Assistant under this Contract of Supervision will also be referred to herein as the **"responsible supervising physician"**.

***Primary Supervisor:** The regulated member who is responsible for giving direction, providing on-site supervision, be available to the Physician Assistant, ensure compliance with the Contract of Supervision and Practice Description and providing regular reviews concerning performance.*

***Alternate Supervisor:** Is a regulated member who assumes some or all duties of the primary supervisor under the contract, when the Primary Supervisor is absent or otherwise unable to act.*

***Additional Supervisor:** In the case of a physician assistant practicing in a departmental or program setting, an additional supervisor is a regulated member who agrees to supervise the applicant under the contract.*

3. The full scope of the professional practice in which Physician Assistant is permitted to engage pursuant to this Contract of Supervision is described in the Practice Description approved by the Registrar of the CPSS under Bylaw 2.13.1(e), which is attached hereto as **schedule "A"** ("Practice Description").
4. In addition to the Practice Description, Physician Assistant is also limited in their professional scope of practice by the scope of practice of the responsible supervising physician(s). Physician Assistant is not permitted to perform any medical function that the responsible supervising physician is not competent to perform.

Primary Supervisor's Role and Responsibilities

5. Primary Supervisor shall be responsible for supervising Physician Assistant in accordance with the terms and conditions of this Contract of Supervision as well as all rules and regulations of the CPSS, including the Regulatory Bylaws, the Standards of Practice of Medicine and the Code of Ethics, all of which are established under *The Medical Profession Act, 1981*.
6. Except where alternate supervision is in place in accordance with paragraphs 16-20 of this Contract of Supervision, Primary Supervisor shall:
 - a. direct and review the work, records, and practice of Physician Assistant on a continuous basis to ensure that appropriate and safe treatment is rendered to each patient cared for by Physician Assistant; and
 - b. always be reasonably available to fulfil their supervisory role when Physician Assistant is practising in accordance with this Contract of Supervision.
7. Primary Supervisor will not assign to Physician Assistant any duty or responsibility in contravention of paragraph 4, above.
8. Primary Supervisor will not permit Physician Assistant to provide any medical service that they are not adequately trained and competent to provide.
9. Primary Supervisor, an alternate supervisor, or both combined must provide on-site, personal supervision of the Physician Assistant for a total of at least 8 hours per month, or the total time working by the Physician Assistant if it is less than 8 hours.
10. Primary Supervisor shall contact each alternate supervisor named in this Contract of Supervision to review performance and workload issues in accordance with the evaluation provisions that are set out in the Practice Description. This responsibility cannot be assigned or delegated.

11. In accordance with Bylaw 2.13.1(r), Primary Supervisor agrees to send periodic reports to the CPSS that are satisfactory to the Registrar regarding the performance of Physician Assistant in accordance with the terms set out in the evaluation section of the Practice Description. This responsibility cannot be assigned or delegated.
 - a. Reports will be submitted monthly for the first three months and then every 3 months for the remainder of the first year. Reports will be sent every 6 months in year two and annually thereafter.
12. A schedule of reporting will be prepared by CPSS staff and shared with the Primary Supervisor prior to the Physician Assistant commencing any work responsibilities. The Reporting Schedule will require more frequent reporting within the first 6 months, followed by a gradual reduction of reporting frequency in the latter months. At 24 months, reporting is expected to transition to an annual submission, unless otherwise identified by CPSS staff.

Physician Assistant's Role and Responsibilities

13. Physician Assistant shall faithfully, and to the best of their knowledge, skill and judgment, assist Primary Supervisor in their professional practice in accordance with the terms and conditions of this Contract of Supervision.
14. Physician Assistant shall comply with all proper directions and orders of Primary Supervisor and perform only those duties and responsibilities that are assigned by Primary Supervisor, or an alternate supervisor who has signed this Contract of Supervision and is acting in accordance with this Contract of Supervision.
15. In engaging in their professional practice pursuant to this Contract of Supervision, Physician Assistant shall:
 - a. solely practice under the supervision of Primary Supervisor, or an alternate supervisor designated under this Contract of Supervision;
 - b. limit their practice solely to what is described in the Practice Description, including:
 - i. practising only at practice settings named in the Practice Description, and
 - ii. refraining from the performance of any authorized practice that is not listed in the Practice Description
 - c. never practise beyond the professional scope of the responsible supervising physician's professional scope of practice, including by not performing any authorized practice which the responsible supervising physician is not competent to perform;
 - d. comply with all rules and regulations of the CPSS governing Physician Assistants, including Bylaw 2.13.1, the Standards of Practice of Medicine and the Code of Ethics; and
 - e. refrain from engaging in professional practice pursuant to this Contract of Supervision when Primary Supervisor is unavailable or unable to fully fulfil their supervisory role, unless an alternate supervisor has assumed Primary Supervisor's role and responsibilities under this Contract of Supervision.

Alternate Supervisor

16. Primary Supervisor shall designate an alternate supervising physician in the manner determined by the CPSS and in accordance with Bylaw 2.13.1 (u-w) to act under this Contract of Supervision, including by assuming Primary Supervisor's role and responsibilities as described in paragraphs 5, 6, 7, 8 and 9 of this Contract of Supervision, during any period when Physician Assistant is practicing pursuant to this Contract of Supervision and Primary Supervisor is unavailable or unable to fully fulfil their supervisory role.

17. The role and responsibilities of Primary Supervisor described in paragraphs 5, 6, 7, 8 and 9 of this Contract of Supervision may not be held concurrently by Primary Supervisor and an Alternate Supervisor. Only one alternate supervisor may assume the role and responsibilities of Primary Supervisor at any time.
18. Only those individuals who have signed this Contract of Supervision below specifically as an alternate supervisor may act as an alternate supervising physician for Physician Assistant in accordance with this Contract of Supervision. Where Primary Supervisor is unavailable or unable to fully fulfil their supervisory role and no alternate supervising physician is available and designated, Physician Assistant must cease practising until either:
 - a. Primary Supervisor can resume their supervisory role; or
 - b. an alternate supervising physician is designated in accordance with Bylaw 2.13.1 (u-w)
19. Where an alternate supervisor assumes the duty to supervise Physician Assistant under this Contract of Supervision, they and Physician Assistant are bound by the same terms and conditions as would apply as between the Primary Supervisor and Physician Assistant, including that:
 - a. the alternate supervisor will:
 - i. direct and review the work, records, and practice of Physician Assistant on a continuous basis to ensure that appropriate and safe treatment is rendered to each patient cared for by Physician Assistant,
 - ii. always be reasonably available to fulfil their supervisory role when Physician Assistant is practising in accordance with this Contract of Supervision, and
 - iii. not assign to Physician Assistant any duty or responsibility in contravention of paragraph 4, above; and
 - b. Physician Assistant shall not practise beyond the professional scope of the responsible supervising physician, which may be the alternate supervisor, or an additional supervisor named in this Contract of Supervision.
20. Where an alternate supervisor identifies any concerns about the competence or fitness to practice of Physician Assistant, they must bring them to the attention of Primary Supervisor.
21. Ultimately, responsibility under Bylaw 2.13.1 concerns oversight of Physician Assistant's practice and performance. Part of this responsibility requires that Primary Supervisor or a designated Alternate Supervisor reasonably satisfy themselves that Physician Assistant is appropriately taking direction and is being adequately observed in their professional practice in accordance with this Contract of Supervision and the Practice Description.

Additional Supervisors:

22. Physician Assistant may receive direction to perform certain medical duties or undertake medical responsibilities from a regulated member who works in the setting and is named in this Contract of Supervision as an additional supervisor. When this occurs, the additional supervisor will supervise Physician Assistant in relation to the medical services they are directed to undertake by the additional supervisor. In this context, the additional supervisor will be considered a responsible supervising physician in respect to the work they direct. The Primary Supervisor, or alternate supervisor when designated, retains ultimate responsibility for supervising Physician Assistant in this context. In accordance with paragraph 4 above, Physician Assistant may perform medical functions that are within the scope of their practice description and the scope of the additional supervisor's practice when acting under the supervision of the additional supervisor.

23. An additional supervisor will not assign to Physician Assistant any duty or responsibility in contravention of paragraph 4, above.
24. Where an additional supervisor identifies any concerns about the competence or fitness to practice of Physician Assistant, they must bring them to the attention of Primary Supervisor.
25. When not acting in their capacity as an alternate supervisor, any person who signs this Contract of Supervision as an alternate supervisor will also have authority to act under this Contract of Supervision as an additional supervisor in a departmental or program setting.

Notice and Release of Information

26. Physician Assistant agrees to immediately notify Primary Supervisor if they enter into a separate contract of supervision under Bylaw 2.13.1 with any other regulated member of the CPSS while this Contract of Supervision is in effect. Physician Assistant further agrees to immediately provide each primary supervisor named in a contract of supervision with the name, phone number(s), email and address for each other primary supervising physician. This notice requirement does not extend to those designated in the respective contracts of supervision as alternate supervisors or additional supervisors.
27. Physician Assistant hereby authorizes all supervisors named in a contract of supervision, primary, alternate or additional, to speak to each other freely and to exchange any information relevant to Physician Assistant's work and in particular Physician Assistant's workload and ability to manage that workload. Physician Assistant further authorizes any supervisor named in a contract of supervision to communicate such information to the Chief of Staff, Department Head or Chief Medical Officer of the Saskatchewan Health Authority where they work, if applicable.
28. Physician Assistant shall notify Primary Supervisor of any investigation or proceeding related to Physician Assistant's conduct, competence or fitness to practice as a Physician Assistant that is initiated by the CPSS or any other body with statutory authority to regulate a health profession in the province or Canada or elsewhere within ten (10) days of the initiation of the investigation or proceeding.
29. Physician Assistant hereby provides their irrevocable consent to the CPSS allowing the CPSS to share with Primary Supervisor any details it deems appropriate regarding any investigation or proceeding related to Physician Assistant's conduct, competence or fitness to practice as a Physician Assistant that is undertaken by the CPSS.
30. Primary Supervisor and any alternate supervisor(s) shall promptly notify the CPSS if they are permanently unable to fulfil their supervisory role under this Contract of Supervision.
31. Physician Assistant shall promptly notify the CPSS if they cease to practise at a listed practice location.

Acknowledgements

32. Both Primary Supervisor and Physician Assistant, and any person signing this Contract of Supervision as an alternate supervisor, have specifically reviewed and understand the provisions of Bylaw 2.13.1.

Termination

33. This contract may be terminated by either Primary Supervisor or Physician Assistant:
 - By mutual agreement;
 - By giving 30 days' notice in writing to the other,

- For cause.

34. Those named in this Contract of Supervision as alternate supervisors may have their name removed from this contract by giving thirty (30) days' notice of the fact in writing to both Primary Supervisor and to the CPSS.

Breach of Contract of Supervision

35. Breach of this Contract of Supervision may result in the following:

- a. the imposition of conditions on Physician Assistant's Certificate of Practice by the Registrar;
- b. removal of an alternate supervisor from the Contract of Supervision; or
- c. cancellation of the Contract of Supervision

SIGNATORIES TO THIS CONTRACT OF SUPERVISION

Physician Supervisors

	Click or tap to enter a date.
Designated Primary Supervisor (sign and print name)	Date
	Click or tap to enter a date.
Designated Alternate Supervisor (sign and print name)	Date
	Click or tap to enter a date.
Additional Supervisor (sign and print name)	Date
	Click or tap to enter a date.
Additional Supervisor (sign and print name)	Date
	Click or tap to enter a date.
Additional Supervisor (sign and print name)	Date

Physician Assistant

	Click or tap to enter a date.
Physician Assistant (sign and print name)	Date

Not required but where desired and/or applicable:

Institution, Department or Practice Manager:

	Click or tap to enter a date.
Institute, Department or Practice Manager (sign and print name)	Date

Approved at Saskatoon, Saskatchewan, this _____ day of _____, 20_____.

Registrar's signature,
College of Physicians and Surgeons of Saskatchewan