Intent/Purpose	To establish a policy governing the supervision of registrants by other registrants under the direction of the College of Naturopaths of Ontario (the College). This policy does not apply to the supervision of graduates of a naturopathic educational program by registrants of the College.	
Definitions	Act	Means the *Naturopathy Act, 2007*, as amended from time to time.
	Brick-and-Mortar Clinic	Means a clinic which operates in a building or other physical structure rather than over the internet.
	By-laws	Means the by-laws of the College approved by the Council under the authority of section 94 of the Code.
	Certificate of Registration	Means a document issued by the College, in the General Class, Inactive Class or emergency class, which demonstrates to the public that the holder is a registrant of the College, registered in the class set out on the certificate and identifies whether there are any terms, conditions or limitations (TCLs) placed on the certificate.
	Chief Executive Officer (CEO)	Means the individual appointed by the Council of the College pursuant to section 9(2) of the Code and who performs the duties assigned to the position of Registrar under the RHPA, the Code, the Act and the regulations made thereunder.
	College	Means the College of Naturopaths of Ontario as established under the Act and governed by the RHPA.
	Code	Means the Health Professions Procedural Code, which is Schedule 2 to the RHPA.
	Conflict of Interest	Means that as defined in section 16 of the by-laws. For the purposes of this policy, a conflict of interest between a supervisor and a supervisee exists when a prior personal or professional relationship exists.
	Council	Means the Council of the College as established pursuant to section 6 of the Act.
	Emergency Class	Means a registrant authorized to practise in Ontario, who has met the registration requirements as set in section 5.1 of the Registration Regulation.
	General Class	Means a registrant authorized to practise in Ontario, who has met the registration requirements, as set out in section 5 of the Registration Regulation.
	Inactive Class	Means a registrant not authorized to practise in Ontario, as set out in section 8 of the Registration Regulation.
	ICRC	Means the Inquires, Complaints and Reports Committee, a statutory committee of the College. Panels of this Committee are

		responsible for investigating complaints filed with the CEO regarding the conduct or actions of a registrant or to consider a report that is made by the CEO as set out in the Code.
	In Good Standing	Means the registrant's status with the College is a positive one reflecting that all of their registration fees are paid and information due to be provided to the College is complete, no other outstanding fees are on record and the individual's certificate of registration is not suspended or revoked.
	Patient Interaction	Means a patient encounter that includes, but is not limited to, an assessment and/or diagnosis, treatment and/or monitoring of a patient or patient's condition in accordance with the standards of practice of the profession.
	RHPA	Means the *Regulated Health Professions Act, 1991*.
	Register	Means an electronic, searchable database system that provides the public with information about registrants, as set out under section 23 of the Code.
	Registrant	Means an individual, as defined in section 1(1) of the Code.
	Registration Committee	Means the statutory committee of the College responsible for all registration matters referred to it by the CEO. Panels of this statutory committee are responsible for all registration matters as set out in the Code.
	Registration Regulation	Means Ontario Regulation 84/14 made under the *Naturopathy Act, 2007*.
	Supervisee	Means a registrant who, when practising the profession, is overseen by another registrant acting in the capacity of a supervisor.
	Supervisor	Means a registrant who oversees another registrant's practise of naturopathy through supervision.
	Supervision	Means the active process of directing, assigning, delegating, guiding, and monitoring an individual's performance of an activity to influence its outcome.
	Term, Condition or Limitation (TCL)	Means a term, condition, or limitation placed upon a certificate of registration which limits or restricts a registrant's activities within the practice of the profession.
General Policy	When Required	The following are circumstances when a registrant must be supervised while practising naturopathy:

		• The registrant has been issued a certificate of registration in the emergency class. • A panel of the Registration Committee has imposed a supervised practise TCL on the registrant's General class certificate of registration.
	Commencing Supervised Practise	Registrants who are required to be supervised while practising naturopathy must (a) secure one or more individuals who meet(s) the criteria as set out in this policy and who agree(s) to act as a supervisor, and (b) submit this information to the College on a form prescribed by the CEO prior to commencing, or recommencing if a prior supervision relationship was terminated, practising the profession.
	Accountability	Accountability is shared between the supervisor and the supervisee for ensuring that the supervision requirement is met, that appropriate records are maintained, that the practise of the profession abides by applicable Ontario regulations, Standards of Practice, any terms, conditions, or limitations on a supervisee's certificate of registration, and that safe and competent patient care is the priority in all patient interactions. Failure to meet the requirements may result in a referral of the matter to the ICRC by the CEO or their delegate.
	Level of Supervision	Supervisors must provide supervision which is proportionate to the supervisee's level of training, experience, knowledge, skill and judgement. Supervisors are required to assess the level of supervision needed on an on-going basis and adjust this level, based on the following factors: • The supervisee's demonstrated level of clinical readiness to safely participate in a patient's care. • The supervisee capability to safely interact with patients in circumstances where the supervisor is not present in the room. • The supervisee's demonstrated understanding of the rules and requirements for practising naturopathy.
	Termination of Supervision	Supervision must be terminated if the supervisor can no longer meet the requirements of this policy, including but not limited to the conditions for acting as a supervisor. Supervision is automatically terminated at point of expiry of a supervisee's supervised practise TCL or cessation of registration in the emergency class.
Supervisors	Qualifications	A registrant is eligible to act as a supervisor provided the following conditions are met: • holds a General class certificate of registration in good standing without any TCLs which restrict the registrant from

engaging in direct patient care or practising to the full scope of practise of the profession,
- has a minimum of three years of clinical experience as a regulated naturopath in Ontario,
- meets General class currency requirements for practising the profession as set out in s.6.(1) of the Regulation and the Registration Policy,
- is not the subject of any current disciplinary or incapacity proceeding,
- has not had a finding of professional misconduct, incompetence, or incapacity against them in the preceding three years,
- is not a member of the College's Registration Committee,
- does not hold the in-field volunteer position of examiner with the College,
- does not hold employment with the College,
- does not have any conflicts of interest with the supervisee,
- can provide in-person supervision at a brick-and-mortar clinic; and
- accepts the responsibilities of acting as a supervisor.

Responsibilities

The responsibilities of a supervisor include, but are not necessarily limited to the following:

- Conducting regular, objective assessments of a supervisee's knowledge, skill and judgement in the practise of naturopathy, and making recommendations to the supervisee with respect to additional training.
- Being immediately available, and on site, to the supervisee as needed.
- Meeting regularly with the supervisee to review patient files, discuss their assessments of patients, any care provided to them and signing off on patient records.
- Discussing any concerns arising from patient file reviews with the supervisee.
- Maintaining a detailed record of supervision and supervised activities (e.g., supervisor log) for the purposes of annual reporting and assessment reporting.
- Ensuring that supervisees are not engaging in acts or activities they are not authorized to perform or for which they have not demonstrated the necessary competency to perform.
- Supervising no more than six supervisees in total, with no more than three supervisees on any given day.
- Reporting information to the College, in the stipulated format, as required.
- Any other activities, such as reviewing other documents or obtaining feedback from the supervisee's colleagues, co-workers and staff that the supervisor deems necessary to the supervision or assessment of the supervisee's knowledge, skill and judgement.

Reporting Requirements	General	As registrants of the College, both supervisors and supervisees are required to comply with the RHPA and its regulations, the Act, the regulations made under the Act, the Standards of Practice of the Profession and the College by-laws. As such, both parties will report any instances where they believe on reasonable grounds that a breach has occurred. Furthermore, as set out in the College's Professional Misconduct Regulation, both parties must report any incidents of unsafe practise that are reasonably believed to have occurred.[1]
Supervisors	Annual Reporting	The following is reported by the supervisor to the College annually as part of registration renewal: • The name(s) and registration number(s) of the registrant(s) they have supervised within the prior 12-month period. • The location(s) in which the supervision occurred. • The controlled acts that they delegated to (a) supervisee(s) or supervised the performance of by (a) supervisee(s) within the prior 12-month period. • The number of completed supervised patient interactions undertaken by (a) supervisee(s) within the prior 12-month period. • The number of supervised practise hours within the prior 12-month period.
	Immediate Reporting	Supervisors must immediately alert the College, in writing, within two days of terminating supervision. Reporting by a supervisor does not mitigate the obligations of supervisees to also report changes to the College as required in the by-laws.
	Assessment Reports	In addition to the above, supervisors can at any point during, or at close of a supervision be requested to provide the College with an assessment report, in a format stipulated by the College, to assist the College in evaluating the supervisee's knowledge, skill and judgement in the practise of naturopathy.
Supervisees	Annual Reporting	The following is reported by the supervisee to the College annually at point of registration renewal: • The name(s) and registration number(s) of the registrants who have supervised their practise of the profession within the prior 12-month period. • The location(s) in which the supervised practise occurred. • The number of supervised patient interactions performed and the number of hours of practice for each supervisee within the prior 12-month period. • The controlled acts they have performed under supervision or delegation within the prior 12-month period.

[1] Subsection 1.(34) of Ontario Regulation 17/14 (Professional Misconduct).

- For emergency class registrants, the name, professional designation and registration number of the delegator of any authorized controlled acts performed within the prior 12-month period in accordance with 6.1(3) of the Registration Regulation.

Immediate Reporting	Supervisees must notify the College in writing within two days of a supervisor terminating their supervision and must cease practise of the profession until a new supervisor is secured, and supervisor information is reported to, and approved by, the College.