

## Policy P.2.3

### Working under Supervision

#### Purpose

Under Section 22 (3) of the Act the Board can place a condition on a medical radiation technologist's scope of practice to ensure the competent practice of the applicant. This can include:

A condition that the applicant practise subject to the supervision of 1 or more nominated health practitioners or health practitioners of a stated class (Section 22 [3] [a])

#### Policy

1. A medical radiation technologist may be required to work under supervision in the following circumstances:
  - 1.1 All practitioners registered in a training scope of practice in magnetic resonance imaging, nuclear medicine, or ultrasound must work under supervision for the duration of their training period.
  - 1.2 A registered medical radiation technologist (all scopes of practice excluding training scopes) who has not held a practising certificate for over 3 years and up to 5 years will be required to work under supervision for up to 3 months fulltime practise.
  - 1.3 A candidate undertaking a registration examination assessment (REA) must work under supervision for the full period of her/his familiarisation period of the REA process (that is, up to maximum of 3 months).
  - 1.4 A registered medical radiation technologist who has been issued an interim practising certificate for a specified period of time during which he/she must demonstrate competence to practice, must work under supervision for the period of the interim practising certificate and until such time as the Board issues a full APC.
2. All supervisors must be registered in the same scope of practice as the applicant and hold a current APC in that scope, or be a senior medical officer with appropriate medical qualifications registered with the New Zealand Medical

## Procedures

### 1. Supervision for Practitioners Registered in a Training Scope of Practice

#### 1.1 The Supervisor:

- 1.1.1 Ensures the trainee is enrolled in a Board approved postgraduate training programme.
- 1.1.2 Is responsible for the safe practise of the trainee at all times.
- 1.1.3 Closely monitors the workload and degree of difficulty of examinations to be undertaken by the trainee
- 1.1.4 Ensures the trainee has the required skills and knowledge to perform examinations.
- 1.1.5 Ensures patients' safety is never compromised by the limited skill and knowledge of the trainee.
- 1.1.6 After an initial 6-month training period if the supervisor is satisfied the trainee can work safely, follow department protocols and perform routine examinations competence, the supervisor can recommend/approve for the trainee to participate in the on-call roster of the department.
- 1.1.6 Facilitates and enables the trainee to learn for him/her self rather than "doing for" them.
- 1.1.5 Provides the trainee with constructive feedback.
- 1.1.6 Acts as a role model through demonstrating appropriate skills, attitudes and behaviour.
- 1.1.7 Documents the hours of work the trainee works in that modality and include in his/her report to the Board.
- 1.1.8 Informs the Board through the submission of a written report when the trainee has completed the postgraduate course and is ready to apply for registration and an APC in the relevant scope of practice.
- 1.1.9 Informs the Board of any of the following circumstances:
  - 1.1.9.1 The trainee ceases to be enrolled in the programme;
  - 1.1.9.2 The trainee moves to another place of employment, continuing to practise in the training scope of practice;

1.1.9.3 There has been a change of supervisor for the trainee within the current workplace

## 1.2 The Trainee Practitioner:

- 1.1.1 Works under the supervision of a named supervisor.
- 1.2.2 May work on the on-call roster after a minimum initial training period of 6 months and only after approval by his/her supervisor.
- 1.2.3 If working on the on-call roster the trainee must be supervised by a radiologist/nuclear medicine physician or a radiology registrar. This supervision can be verbal or observational (the radiologist/registrar could be viewing at a remote workstation and communicating with the trainee).
- 1.2.4 While working on-call the trainee must have a registered practitioner available to him/her at all times for consultation and guidance.
- 1.2.5 Follows department protocols at all times.
- 1.2.6 Informs the Board of any of the following circumstances:
  - 1.2.6.1 Trainee has ceased employment;
  - 1.2.6.2 Trainee has withdrawn from the training programme;
  - 1.2.6.3 Trainee has moved to another place of employment and is continuing with the postgraduate programme. The trainee must provide the name of the supervisor at the new place of employment.
  - 1.2.6.4 Name of any new supervisor appointed at the current workplace

## 2. **Supervision for a Practitioner who is Returning to Practise**

### 2.1 The Supervisor

- 2.1.1 Is responsible for the safe practise of the practitioner at all times.
- 2.1.2 Closely monitors the workload and degree of difficulty of examinations to be undertaken by the practitioner.
- 2.1.3 Ensures the practitioner has the required skills and knowledge to perform examinations.
- 2.1.4 Ensures patients' safety is never compromised by the limited skill and knowledge of the practitioner.

- 2.1.5 Ensures the practitioner is able to participate in a roster that encompasses all duties relevant to the scope of practice that is being applied for.
  - 2.1.6 Facilitates and enables the practitioner to learn for him/her self rather than “doing for” them.
  - 2.1.7 Provides the practitioner with constructive feedback.
  - 2.1.8 Initially provides direct observation of the practitioner at all times. As the practitioner gains more experience the supervisor may approve for direct observational supervision to be provided by another registered medical radiation technologist who holds an APC in the relevant scope of practice.
  - 2.1.9 As the practitioner gains more experience the supervisor may approve for him/her to carry out examinations independently.
  - 2.1.10 Ensures the practitioner is not rostered on-call.
  - 2.1.11 Ensures that he/she is familiar with the logbook and legislation module requirements for the practitioner, and the competence requirements for being issued with an APC.
  - 2.1.12 Notifies the Board when the practitioner has completed the period of supervision.
  - 2.1.13 Completes the Supervisor section of the practitioner’s logbook to confirm whether or not the practitioner is competent and fit to practise as a medical radiation technologist in the relevant scope of practice.
  - 2.1.13 Completes a Supervisor’s report and returns to the Board. A full written explanation is provided for any recommendation that the practitioner is incompetent to practise in the relevant scope of practice.
- 2.2 The Practitioner
- 2.2.1 Provides the Board with written confirmation from their employer of their placement at a Board-approved workplace, including the name of the supervisor, prior to being issued with an interim practising certificate.
  - 2.1.1 Meets any costs associated with the period of supervision.
  - 2.2.3 Records all procedures in his/her logbook and ensure these reflect a range of duties relevant to his/her scope of practice.
  - 2.1.2 Records weekly comments in the logbook.
  - 2.1.3 Successfully completes the legislation module.

- 2.1.4 Does not work on the on-call roster.
- 2.1.5 Ensures his/her logbook is signed off by the supervisor to confirm the practitioner is competent and fit to practise in the relevant scope of practice.
- 2.1.6 Submits his/her completed logbook and legislation module to the Board
- 2.2 Any notification from a supervisor that a return-to-work practitioner is not competent to practise in the relevant scope of practice is forwarded to the Board's Continuing Competence Committee.
- 2.4 The Continuing Competence Committee may, in accordance with its delegated authority, approve for the practitioner to be offered a registration examination assessment (REA).

### **3. Supervision for a Registration Examination Assessment (REA) Candidate**

#### **3.1 The Supervisor**

- 3.1.1 Ensures the candidate works under direct supervision at all times.
- 3.1.2 Is responsible for the safe practise of the candidate at all times.
- 3.1.3 Provides the candidate with constructive feedback.
- 3.1.4 Facilitates and enables the candidate to learn for him/her self rather than "doing for" them.
- 3.1.5 Ensures the candidate is prepared for the REA.
- 3.1.6 Endorses the decision to notify the Board that the candidate is ready to undertake the REA.
- 3.1.7 Notifies the Board if she/he considers the candidate is not ready to undertake the REA.
- 3.1.8 Ensures all pre-requisites of the REA are completed and available for the REA assessors.
- 3.1.9 Liaises with the department's manager to negotiate:
  - 3.1.9.1 The availability of appropriate rooms with a suitable range of patients and procedures on the day of the REA
  - 3.1.9.2 A suitable environment for the oral assessment

- 3.1.10 Manages the programme for the REA, scheduling tasks appropriate to the timetable and the department's resources.
  - 3.1.11 Informs patients and ensures consent is obtained for the examination, as required.
  - 3.1.12 Checks that the candidate's logbook and legislation module is available for the REA assessors.
- 3.2 The Candidate
- 3.1.1 Works under the supervision of a named supervisor at all times.
  - 3.1.2 Records all procedures undertaken in a logbook, and records weekly comments in his/her logbook.
  - 3.1.3 Successfully completes the legislation module.
  - 3.1.4 Submits his/her logbook, legislation module and Volume D of the competency documents to the Board at least two weeks prior to the scheduled REA.
  - 3.2.5 Does not work on the on-call roster.