

# Guidelines for Supervisors

January 2022

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New Zealand  
**Medical Radiation  
Technologists Board**  
*Te Poari Ringa Hangarua Iraruke*

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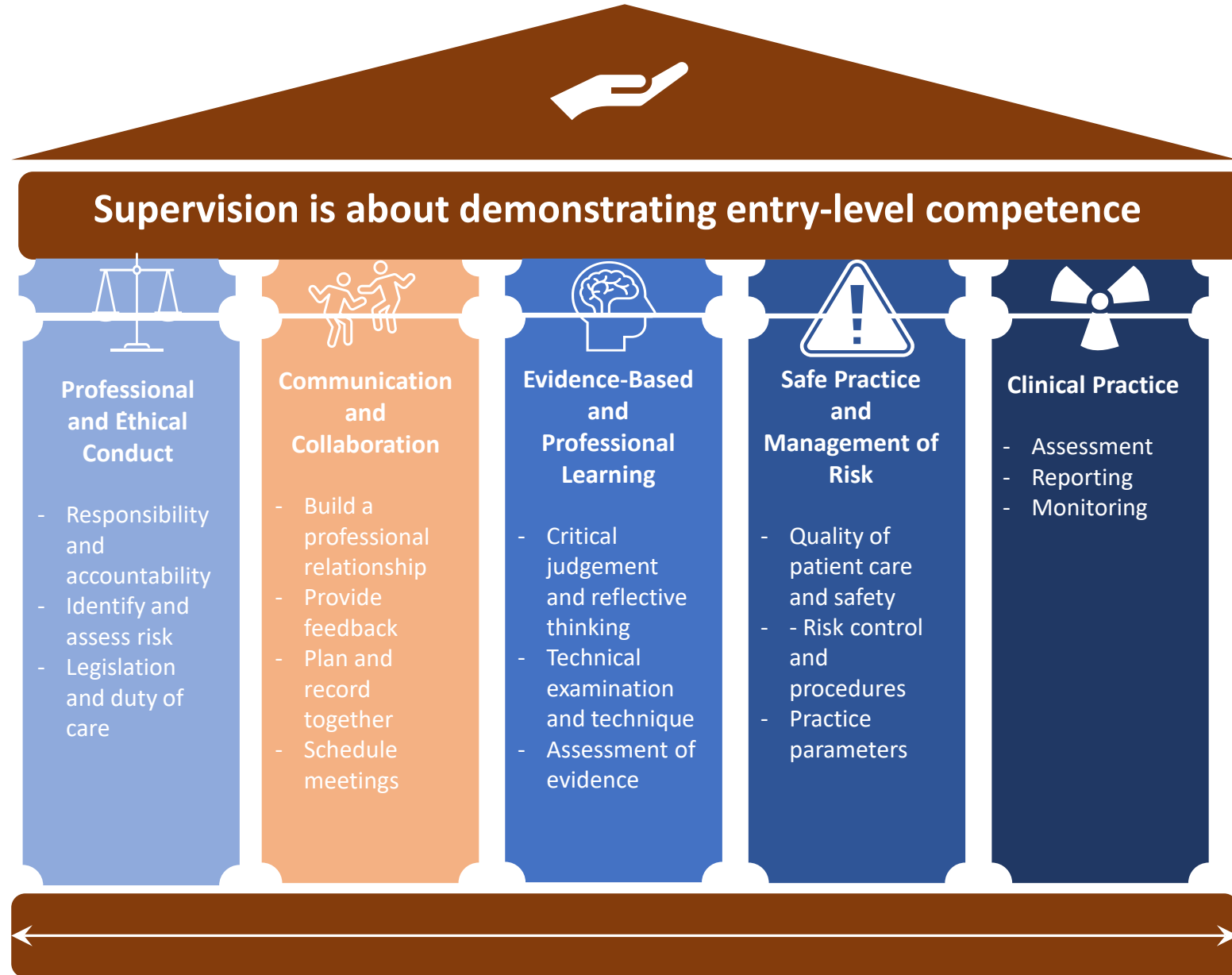
Clinical Practice

# Introduction

The Medical Radiation Technologists Board may require some overseas-trained and/or return-to-work practitioners to complete a period of supervision. Supervision may also be used to assist individual practitioners to meet specific professional standard requirements.

- These guidelines have been created to assist supervisors to support practitioners achieve their supervision objectives. The guidelines aim to:
  - Confirm the relationship between the essential elements of competent practice for medical imaging and radiation therapy practitioners and supervised practice
  - Provide supervisors with information to support you in your role
  - Facilitate a consistent approach to supervised practice for medical imaging and radiation therapy practitioners in Aotearoa New Zealand
- Supervision is a way for practitioners to safely demonstrate they have the required entry-level competencies to practise without compromising the health and safety of patients.
- It is expected that at the completion of the period of supervision the practitioner will have demonstrated they meet the competencies required for their scope of practice and as set out in the Board's *Competence Standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand* publication.
- Should a practitioner fail to meet the competence standards, the supervisor is to consult with the Board for advice on the next steps.

# The 5 Pillars of Competent Practice



# Professional and Ethical Conduct

## Responsibility and Accountability

In your supervisor role you need to observe and check that the practitioner demonstrates they:

- Understand and accept responsibility for their professional decisions
- Observe professional boundaries in all interactions including the use of social media
- Are aware of their capability and behaviours and any limitations that may pose
- Are empathetic and respectful in all their interactions
- Recognise Māori as tangata whenua of Aotearoa NZ and uphold tikanga best practice

## Identification and Assessment of Risk

During the period of supervision you will need to check the practitioner is able to show that they:

- Understand their overarching responsibilities in respect of NZ legislation and regulations
- Act to protect the health and safety of their patients
- Maintain patient confidentiality
- Practise the fundamentals of informed consent

You need to be able to both challenge and support the practitioner, giving consideration to their changing boundaries of competence, cultural influences, and working situations

## Legislation and Duty of Care

When working alongside the practitioner, observe and note their ability to:

- Think about each situation and apply their knowledge accordingly. For example:
  - The implications of contrast/radiopharmaceutical administration for at-risk patients such as children, pregnant women and their foetus, breastfeeding mothers

Does the practitioner demonstrate they understand their role and responsibilities in determining clinical appropriateness?

# Evidence-Based and Professional Learning

## Technical Examination and Technique

Supervision requires you to check the practitioner's ability in:

- Applying their knowledge to the assessment of imaging results
- Using clinical reasoning and reflective processes to identify implications for their practice
- Recognising limitations of their practice and the need to consult

## Critical Judgement and Reflective Thinking

When monitoring the practitioner under your supervision, observe their ability to:

- Exercise critical judgement through different means such as relying on the appropriateness of the actions they have taken, or alternatively making a judgement before acting
- Engage in reflective practice:
  - Are they self-reflecting both during and after a clinical experience or challenge?
  - Are they able to articulate what the current situation is like and how it compares with their previous experiences?

## Assessment of Evidence

It is appropriate for you to use prompting techniques to draw out the practitioner's depth of knowledge and understanding of methods commonly used for the collection and assessment of evidence (e.g. quantitative and qualitative research methods).

# Communication and Collaboration

- Talk about and explain the purpose and nature of supervision
- Agree on expected behaviours such as open-mindedness and effective communication
- Talk about the essentials of effective communication:
  - Active listening
  - Adapting language and detail for the audience and situation
  - Verbal and non-verbal cues and language
  - Confirmation of understanding

**Build a Professional Relationship**

- Let them know how their performance compares with expected standards
- Encourage dialogue in response to constructive feedback
- Challenge their perceptions to encourage other ways of thinking and/or acting
- Help them to identify where improvement is needed

**Provide Feedback**

- Talk with the practitioner to get agreement on:
- What performance aspects will be monitored during supervision?
  - How, when, and where will the practitioner be monitored?
  - Where and when will you both discuss the monitoring results?
  - What documentation is needed?
  - What will be reported to the Board?

**Plan and Record Together**

- Make time for both formal and informal meetings.
- You will need to prepare for each formal meeting to make sure there is opportunity and sufficient time to:
    - Respond to arising needs/issues
    - Plan/confirm the next supervision activities
    - Discuss any Board reports due
    - Reflect on the supervision process
    - Record the key topics and agreements reached
  - Informal meetings can be a “catch-up” to discuss progress and clarification on any aspect of the supervision process/activity

**Schedule Meetings**

# Safe Practice and Management of Risk

## Risk Control and Procedures

Check your supervision reports for fairness and accuracy.

You must be prepared to discuss all assessment outcomes and the outcomes of your supervisor reports with the practitioner prior to submitting to the Board.

Make sure you identify any areas of competence the practitioner is not meeting.

## Quality of Patient Care and Safety

Your role is to both challenge and support the practitioner. You have a responsibility to check and ensure the practitioner takes all necessary measures to protect the health and safety of patients. That includes (but is not limited to) the practitioner:

- Advising patients of their registration status
- Maintaining and communicating patient information accurately and ensuring protection of confidentiality
- Reviewing the referral and examination procedures to ensure appropriate justification, optimisation, and protection for the patient

## Practice Parameters

As a supervisor you must ensure you maintain appropriate professional boundaries with the practitioner you are supervising. This means making sure you do not engage in inappropriate personal support with the individual.

You are responsible for monitoring the practitioner's progress in achieving their supervision objectives.

You will provide professional support through experiential learning as appropriate.

You must understand the mandatory nature of supervision and your responsibility to honour the mutual agreements with the practitioner



# Clinical Practice

