

# Becoming a Supervisor

## STEP 1

### NOMINATED

You have been nominated by your Manager/Workplace to supervise a practitioner.



## STEP 2

### POLICY

Read the Board's [supervision policy](#) and [supervisor guidelines](#) to ensure you meet the requirements and understand your responsibilities as a supervisor.



## STEP 3

### EDUCATION

Complete the supervisor education modules through your online profile. If these do not appear in your online profile, please email [mrt@medsci.co.nz](mailto:mrt@medsci.co.nz).



## STEP 4

### CONFIRMATION FORM

Complete the supervisor confirmation form **BEFORE** the supervisee is due to start practise. The form will be provided to the supervisee with their registration documents. If they do not have the form, please email [mrt@medsci.co.nz](mailto:mrt@medsci.co.nz).



## STEP 5

### SUBMIT FORM

Email the completed supervisor confirmation form to [mrt@medsci.co.nz](mailto:mrt@medsci.co.nz). The Board will then review and determine whether you are an appropriate supervisor for the practitioner identified on the form.



## STEP 6

### BOARD REVIEW

You will be notified via email if the Board approves you as a supervisor. Please allow one week for the Board to review.



## MORE INFORMATION

Please ensure you submit the supervisor confirmation form to the Board at least one week before the supervisee is due to start practise. Their practising certificate cannot be issued until a supervisor is confirmed. Please allow at least one week for the Board to review the supervisor confirmation form. If the Board does not approve you as a supervisor, a new supervisor will need to be nominated and approved before the supervisee can begin practise.

All supervisors are required to undertake Board-approved supervisor education and complete refresher modules every two years. This education involves five video modules. Following each video, the practitioner is required to answer a short quiz. Supervisors can access this education through their online profile. If this education is unavailable through their profile, they should contact the Board at [mrt@medsci.co.nz](mailto:mrt@medsci.co.nz).