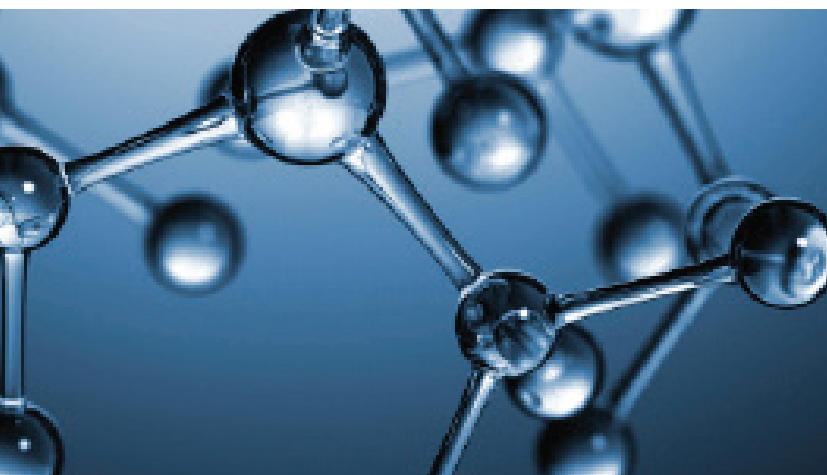


**MEDICAL SCIENCES COUNCIL
OF NEW ZEALAND**

TE KAUNIHERA PŪTAIAO HAUORA O AOTEAROA

WORKING UNDER SUPERVISION OR DIRECTION

A GUIDE FOR MEDICAL LABORATORY SCIENCE PRACTITIONERS PRACTISING UNDER
SUPERVISION OR DIRECTION, AND PRACTITIONERS PROVIDING SUPERVISION OR DIRECTION.



*Medical Laboratory Scientist
Medical Laboratory Technician
Medical Laboratory Pre-Analytical Technician*

Working Under Supervision or Direction:

*A guide for medical laboratory science practitioners practising
under supervision or direction, and practitioners providing
supervision or direction.*

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WORKING UNDER SUPERVISION OR DIRECTION PURPOSE

The New Zealand public have the right to safe and competent medical laboratory science services at all times, including from registered practitioners who are practising under supervision or direction.

Under the Health Practitioners Competence Assurance Act 2003 (the Act) the Medical Sciences Council (the Council) can place a condition on a practitioner's scope of practice that will ensure they are competent to practise. This can include:

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

Appropriate supervision or direction provides assurance to the Council and the New Zealand public that a practitioner's practice is safe and does not pose a risk of harm to the public.

This booklet sets out the principles and procedures essential for safe and effective supervision and direction.





AM I WORKING UNDER SUPERVISION OR DIRECTION?

The following table outlines if you will be practising under supervision or direction:

Scope of practice		Practising under supervision	Practising under direction
MLS	Provisional registration	✓	
	Full registration		Not applicable
MLT	Provisional registration	✓	
	Full registration		✓
MLPAT	Provisional registration	✓	
	Full registration		✓

I AM PROVISIONALLY REGISTERED, HOW LONG WILL I HAVE TO PRACTISE UNDER SUPERVISION?

While you hold provisional registration, you will always be required to practise under supervision.

When you were registered you would have received your registration certificate and a letter letting you know how long your provisional registration is for.





WORKING UNDER SUPERVISION

- ★ You will be advised of how long your period of supervised practice will be once your registration application has been approved. However it will be for at least 3-months and can be up to a maximum of 24-months.
- ★ Supervised practice means you will work under the supervision of a registered health practitioner who is suitably qualified and has the expertise and relevant knowledge within the medical laboratory science discipline(s) within which you are practising.
- ★ Supervision is a formal process of professional support and learning to enable you to build on your knowledge, skills and professional attributes, and to progressively assume responsibility for your own practice. Supervision serves to protect the health and safety of the public.
- ★ Your supervisor will be required to provide the Council with written confirmation that you meet all of the competencies required of the scope of practice for which you are registered. That confirmation must be received by the Council as supporting evidence when you apply to have your registration changed to Full Registration.
- ★ If your period of provisional registration is for a period of more than 6-months your supervisor may be required to provide the Council with interim progress reports. You and your supervisor will be advised of the timing for submission of those reports at the time of your registration and issue of an annual practising certificate.
- ★ People with full registration who are returning to practice after a period of absence, may have a supervision restriction for a period of time placed on their APC.

Fact

*WHILE WORKING UNDER SUPERVISION
A SUPERVISOR MUST PROVIDE ON-SITE
SUPERVISION AT ALL TIMES.*



REQUIREMENT AND RESPONSIBILITIES OF THE PRACTITIONER PROVIDING SUPERVISION

TO BE ELIGIBLE TO TAKE ON A SUPERVISORY ROLE, AS THE SUPERVISOR YOU MUST:

- ✓ Hold a current practising certificate that does not contain any conditions on your practice.
- ✓ Be enrolled in a Council-approved CPD programme.
- ✓ Have at least two-years post-qualification clinical experience.
- ✓ Have a sound understanding of the competencies required for registration in the relevant scope of practice, as prescribed by the Council.
- ✓ Declare any conflict of interest.

AS THE SUPERVISOR YOUR RESPONSIBILITY TO THE SUPERVISED PRACTITIONER INCLUDES:

- ✓ Taking responsibility for your own, and the supervised practitioner's practice.
- ✓ Maintaining supervision, assessment integrity, and avoid or declare any conflicts of interest.
- ✓ Ensuring the health and safety of patients are paramount.
- ✓ Maintaining a professional relationship with the supervised practitioner.
- ✓ Being contactable and readily available to the supervised practitioner.
- ✓ Establishing regular meetings with the supervised practitioner, and conducting regular performance reviews with timely remediation of any identified problems.
- ✓ Taking appropriate steps to ensure the practitioner is practising safely.
- ✓ Observing the supervised practitioner, conducting case reviews and providing constructive feedback.

AS THE PRACTITIONER PROVIDING SUPERVISION, YOU MUST NOTIFY THE COUNCIL IMMEDIATELY IF:

- ✓ The relationship with the supervised practitioner breaks down.
- ✓ There are concerns regarding the conduct or fitness to practise of the supervised practitioner.
- ✓ The supervised practitioner is not complying with the conditions or undertakings as set by the Council.
- ✓ If the supervised practitioner leaves employment.



REQUIREMENTS AND RESPONSIBILITIES OF THE PRACTITIONER PRACTISING UNDER SUPERVISION

AS A PRACTITIONER WORKING UNDER SUPERVISION YOU ARE RESPONSIBLE FOR:

- ✓ Maintaining a professional relationship with your supervisor.
- ✓ Being prepared for meetings with your supervisor.
- ✓ Adapting your practice to address the remediation of identified areas for any improvements that may arise.
- ✓ Recognising your professional limits, and practising within those professional limits.
- ✓ Immediately advising your supervisor of any issues and all clinical incidents.





PRACTISING UNDER DIRECTION

- ★ Medical Laboratory Technicians and Medical Laboratory Pre-Analytical Technicians with full registration are required to practise under the direction of a fully registered Medical Laboratory Scientist or other appropriately qualified and registered health practitioner who has relevant expertise and knowledge in the discipline within which you are practising.
- ★ Within the parameters of “practising under direction” you will take full responsibility for your practice with general oversight by a registered medical laboratory science practitioner or other appropriately qualified and registered health practitioner who must be available for consultation if you need assistance. The registered health practitioner providing you with direction must meet with you to conduct periodic reviews of your practice.

Scenario

WORKING UNDER DIRECTION

A MLT and MLPAT holding an APC working outside of the “normal” working hours on shifts during the night or weekends, may work under the direction of an off-site MLS (or other appropriate registered health practitioner) provided access to the person providing the direction is available for example by telephone.



REQUIREMENT AND RESPONSIBILITIES OF THE PRACTITIONER PROVIDING DIRECTION

TO BE ELIGIBLE TO TAKE ON A ROLE TO PROVIDE DIRECTION, YOU MUST:

- ✓ Hold full registration, and an APC without any condition for supervised practice.
- ✓ Be actively engaged in an approved CPD programme.
- ✓ Have at least two-years post-qualification clinical experience.

AS THE PRACTITIONER PROVIDING DIRECTION YOUR RESPONSIBILITIES INCLUDE:

- ✓ Ensuring the health and safety of patients are paramount.
- ✓ Ensuring suitable support is available to the practitioner.

AS THE PRACTITIONER PROVIDING DIRECTION, YOU MUST NOTIFY THE COUNCIL IMMEDIATELY IF:

- ✓ There are concerns regarding the conduct or fitness to practise of the MLT or MLPAT.
- ✓ If the practitioner leaves employment.





REQUIREMENTS AND RESPONSIBILITIES OF THE PRACTITIONER PRACTISING UNDER DIRECTION

AS A PRACTITIONER WORKING UNDER DIRECTION YOU ARE RESPONSIBLE FOR:

- ✓ Maintaining a professional relationship with the practitioner providing direction.
- ✓ Recognising your professional limits, and practising within those limits.
- ✓ Immediately advising the practitioner providing direction of any issues and all laboratory incidents.
- ✓ Taking responsibility for your own practice.





COMPETENCY SIGN-OFF

PRACTITIONERS PRACTISING UNDER SUPERVISION:

At the end of your provisional period your supervisor is required to submit a certificate of competence and experience.

Once this has been received and approved your registration can be converted to full registration, and your APC re-issued at no extra cost.



HOW TO SUBMIT THE CERTIFICATE OF COMPETENCE AND EXPERIENCE FORM.

As the practitioner providing supervision you can submit the certificate of competence and experience form (COC) on-line. Log into your profile and click on the *Practitioners under Supervision* tab.

You will have a list of practitioners you are currently supervising, and next to their name you can upload a previously completed supervision report, or Certificate of Competence and experience form.

To attach the certificate, click on the *COC report* option, and then click on *Choose File*. You can then attach the completed COC and click on *Submit*.



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Supervisor declaration

Please confirm that the practitioners listed below are currently practising under your supervision, and that to the best of your knowledge they are competent and fit to practice in their scope of practice.

Contact the Council should you have any questions msc@medsci.co.nz.

No practitioners awaiting supervision confirmation.

Practitioners Under Supervision

Name	RegCode	Reports
Practitioner 1	30-00000	Report type <input type="radio"/> Supervision report <input type="radio"/> COC report PDF file: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Submit"/>



PRACTITIONERS PRACTISING UNDER DIRECTION:

MLT's and MLPAT's have no formal reporting requirements, however each year when you renew your APC, the practitioner providing direction will need to confirm with the Council that you are competent to practise.

THE PERSON SIGNING OFF THE COMPETENCY OF A PRACTITIONER MUST:

- ✓ Have knowledge of the practitioner's competence; or
- ✓ Be in the position where competency issues would be reported to them; or
- ✓ Review the results of a annual competency review conducted by another party
- ✓ Have sufficient background knowledge of the work to form a sound opinion on the practitioner's competency

HOW TO SIGN OFF THE COMPETENCY OF A PRACTITIONER

Log into your profile on the Council's website, and click on the *Practitioners under direction* tab. You will find on the left a list of practitioners to be approved and a button next to each one allowing you to approve or not approve. Once approved the practitioner will move to the *Currently Under Supervision* list to the right.

The screenshot shows the website interface for the Medical Sciences Council of New Zealand. At the top left is the logo and name: MEDICAL SCIENCES COUNCIL OF NEW ZEALAND, TE KAUHĪHERA PŪTAIAO HAURORA O AOTEAROA. On the top right are links for Contact Us, Useful Links, and Log Out. A navigation bar contains: Home, Practitioners, Education Providers, The Register, The Council, Publications, News, and My Profile (highlighted in red). The main heading is 'Practitioners Under Direction'. Below it is a breadcrumb trail: Profile | Contact Details | Scopes of Practice | Password | Practitioners Under Direction | Invoices/Documents. The main content area has a heading 'Practitioner providing direction declaration' followed by a paragraph: 'Please confirm that the practitioners listed below are currently practising under your direction, and that to the best of your knowledge they are competent and fit to practice as a medical laboratory technician or medical laboratory pre-analytical technician.' Below this is contact information: 'Contact the Council should you have any questions msc@medsci.co.nz.' A section titled 'No supervisions to approve.' is followed by a box titled 'Currently Under Supervision' containing a list with 'Practitioner 1' and 'Practitioner 2'.



MEDICAL SCIENCES COUNCIL OF NEW ZEALAND

LEVEL 5
80 THE TERRACE
WELLINGTON

PO Box 11-905
WELLINGTON 6142

+64 4 801 6250

MSC@MEDSCI.CO.NZ
WWW.MSCOUNCIL.ORG.NZ

