



Standard

Supervision of Non-Registered Naturopathic College Graduates

Introduction

Board publications contain practice considerations and standards that, in the absence of extenuating circumstances, will be adopted by all Members in the care of their patients and in the practice of the profession. Board standards and guidelines are developed in consultation with professional practice leaders and describe current professional expectations. It is important to note that these publications may be used by the Board or other bodies in determining whether appropriate standards of practice and professional responsibilities have been maintained.

Purpose

The Manitoba Naturopathic Association (MNA), the College has established this standard of practice to assist Members who choose to supervise non-registered naturopathic college graduates (“Graduates”) to fulfill their regulatory obligations. Working with graduates is distinct from working with student externs and imposes different obligations and responsibilities for the Members.

Intent

To assist Members in understanding their obligations and responsibilities, in the interest of public protection, when supervising Graduates. The maximum length of supervision is 12 months.

Application Form

The Application Form must be submitted to the MNA at least ten days prior to the commencement of supervision of a non-registered naturopathic college graduate.

Application Fee: \$200 by cheque payable to the Manitoba Naturopathic Association or e-transfer to mnapayments@gmail.com

Criminal Record Check with Vulnerable Sector Search: Must be ordered from your local RCMP or police detachment and forwarded to the College.

Complaints

If the MNA receives a complaint about the practice of a Graduate who is, or has been, practicing the profession before being registered, the information will be reviewed and will be taken into consideration when the Graduate applies for registration.

A complaint that arises from actions of the Graduate will be the responsibility of the Member.

This document is not intended to provide legal advice and if faced with a specific situation, Members are urged to obtain professional advice.

Definition of Standard of Practice

An approach to a professional issue that is generally accepted as appropriate by informed and competent Members.

Definition of Performance Expectation

The manner in which a member typically achieves the corresponding standard of practice.

Standard of Practice

1.0 Pre-requisites

Members in good standing who have been registered in the Active category for a minimum of two years may supervise the naturopathic practice of Graduates under specific conditions.

Performance Expectation

1.0 Pre-requisites

Before undertaking the supervisory role, the Member ensures:

- the Graduate has graduated from a CNME accredited naturopathic school and could meet all of the requirements for registration except for successful completion of the NPLEX and Manitoba Board Exams;
- Valid CPR Level C with AED;
- the Member informs the Board in writing of the Graduate's start date (see page 6) a minimum of ten business days prior to commencement;
- the Member accepts full responsibility for the actions of the Graduate under their supervision;
- the Member ensures that there is adequate errors and omissions insurance in place to cover the Graduate for the duration of the supervisory relationship;
- the Member ensures that the Graduate has a current clean police check;
- all patient care is the responsibility of the Member.
- Expiration of Term: the terms outlined in this document shall not **exceed 12-months, no extensions.**
- The Graduate will not be eligible to purchase the practice of the Member until a full-practicing member of the MNA.

Standard of Practice

2.0 Practice Requirements

The supervisory role is intended to cover the period while the Graduate is in the process of successfully completing all required regulatory exams.

The Member ensures that the supervisory role is conducted in accordance with the MNA's criteria.

The Member is on location at all times while patients are being seen by the Graduate. This includes telepractice appointments.

Appropriate Title:
Supervised Naturopathic Graduate

Performance Expectation

2.0 Practice Requirements

The Member ensures that the following criteria are met:

- a) the Graduate does not use the title of Naturopath, Naturopathic Doctor, ND designation until registered with the MNA;
- b) the Graduate is actively working towards registration;
- c) patients are informed of the Graduate's registration status and that a Graduate will be working with them under the supervision of the Member;
- d) a written notice is displayed prominently in the office – see sample on Appendix I attached;
- e) consent is obtained from the patient indicating that the Graduate, under the supervision of the Member, is involved in providing their health care;
- f) all charts and treatment recommendations for patients seen by the Graduate are reviewed, signed and dated by both the Graduate and the Member at the end of each visit;
- g) patient receipts will clearly indicate the Member's name and Registration number;
- h) **the Member is on location or present during telepractice appointments at all times.**

Standard of Practice

2.1 Practice Limitations

Only the Member performs controlled acts and acupuncture.

Performance Expectations

2.1 Practice Limitations

The Member is not permitted to delegate to a Graduate any controlled act.

Graduates are not permitted to perform any of the controlled acts as they are not registered to practice and are no longer under the auspices of an academic institution.

Only the Member:

- Communicates a diagnosis
- Inserts a hand, finger, or instrument beyond the labia majora or beyond the anal verge;
- Performs a procedure on tissue below the dermis e.g. for the purpose of venipuncture, skin-pricking,
- Moves the joints of the spine beyond the individual's usual physiological range of motion using a fast, low amplitude thrust;
- Administers a substance by injection or inhalation;
- Performs needle acupuncture.

Appendix 1

Sample of notice to be posted in the Member's clinic

NOTICE TO ALL PATIENTS

Name of Graduate is providing patient care in this clinic under the supervision of name of Member, ND. Name of graduate is a graduate of name of the accredited school of naturopathic medicine and is not yet registered to practice Naturopathic Medicine in Manitoba.

Name of Member is fully responsible for your naturopathic care at this clinic.



**APPLICATION
 For
 Supervision of Non-Registered Naturopathic Graduate**

Submit by mail or email to the MNA a minimum of ten business days prior to commencement of supervision.

Member

Name _____ Reg # _____

Date of Initial Registration _____ No. of years in Active Practice _____

Insurance Company Name _____

Errors and Omissions Insurance Policy # _____

Expiry date of Policy _____

Insurance Provider Email: _____

Insurance Company Notified on _____ (date)

Supervised Practice Start Date _____ Anticipated End Date _____

Supervised Practice Location(s) _____

Will you be supervising telepractice appointments Yes No

Graduate

Name _____

Date of Graduation _____ Anticipated Exam Date _____

Start and end date of previous supervisory term (if applicable) _____

Errors and Omissions Insurance Policy # _____

We have read and agree to comply with the *Standard of Practice and Performance Expectations for Members Supervising Non-Registered Naturopathic College Graduates*. By signing this form, we agree to the requirements outlined in this Standard.

Signature of Member _____ Date _____

Signature of Graduate _____ Date _____



Previous History and Conduct

The following questions relate to any/all proceedings against you and must be answered “Yes” or “No”.

Have you ever been denied an application for registration, licensure or any authorization to practice? Yes No

Have you ever failed an entry-to-practise or licensing examination in any jurisdiction for any profession including naturopathic medicine? Yes No

Have you ever been found guilty of any offence under a statute in any jurisdiction in Canada or abroad which has not previously been reported to the Board in writing? Yes No

Has there ever been a finding made against you by a court or a tribunal in Canada or abroad in a civil, criminal or regulatory proceeding in respect to your professional conduct, competence or capacity, including professional negligence or malpractice, which has not previously been reported to the Board in writing? Yes No

Are there any outstanding or pending civil or criminal proceedings against you in Canada or abroad which have not previously been reported to the Board in writing? Yes No

Are there any outstanding complaints, investigations or inquiries regarding your conduct, competence or capacity under review by any regulatory body in Canada or abroad which have not previously been reported to the Board in writing? Yes No

Are you the subject of any current proceedings for professional misconduct, incompetence or incapacity in Canada which have not previously been reported to the Board in writing? Yes No

Have you ever agreed to a settlement to avoid any criminal, civil or regulatory proceeding or disciplinary action in respect to your professional conduct, competence or capacity including professional negligence or malpractice, which has not previously been reported to the Board in writing? Yes No

Has there ever been a complaint against you lodged with another regulatory body that has resulted in a caution, undertaking or remediation which has not previously been reported to the Board in writing? Yes No

Have you ever had any terms, conditions or limitations imposed on a certificate of registration or license issued by a regulatory body which have not previously been reported to the Board in writing? Yes No

Do you have a physical or mental condition, disorder or addiction to alcohol or drugs that may compromise your ability to practice? Yes No

Have you previously pled guilty or have been convicted of an offence under the Criminal Code of Canada or any narcotic or controlled substances legislation? Yes No

***If you answered “Yes” to any of the above questions, the Manitoba Naturopathic Association will contact you. Providing false or misleading information is professional misconduct.**