



## Registration Committee Processing Times and Meeting Dates Frequently Asked Questions

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### What is required of a supervisor?

The supervising physician is responsible for ensuring that the physician is providing care that meets the standard of care and for submitting reports to the College.

The College expects that the supervisor will use the following tools (and others as deemed appropriate) to verify the care provided:

- Directly observing patient care, where appropriate;
- Reviewing a selection of patient charts on a regular basis;
- Discussing any concerns arising from the chart reviews with the physician;
- Making recommendations to the physician for practice improvements, and
- Making recommendations to the physician for ongoing professional development and making inquiries with the physician to determine compliance or follow-up;

For ease of reference, please review the College's Guidelines for College-Directed Supervision, available on our website. Follow the Registration link from the home page, then select Registration Policies.

### What is a backup supervisor?

For all applications requiring a supervised practice, the Registration Committee requests that the primary supervisor identify a supervisor(s) who is available to provide back-up supervision of your practice, in the event of the primary supervisor's absence/unavailability.

The Registration Committee requests that the backup supervisor submit written confirmation that they have reviewed the primary supervisor's plan, and confirm their willingness to provide backup supervision of the applicant's practice by way of signing the Supervision Arrangement form.

The backup supervisor will not be listed on the certificate of registration, and will not be required to submit reports to the College, however, they will be expected to provide the primary supervisor with direct input and feedback with respect to the supervised physician's practice.

### What is a mentor?

A mentor is a member of the CPSO who serves to guide the physician through the health care system in Ontario. A mentor does not have an obligation to provide supervision reports to the CPSO, as this individual is not considered a supervisor. It is the role of the mentor to provide guidance and support to the physician so the physician can learn about our health care system quickly, and know where to go for the information needed to practice high quality medicine in a safe and effective manner.

It is also the role of the mentor to provide an opportunity for collegial discussion and feedback on issues encountered by the physician new to Ontario. The mentor must be in good standing with the College and cannot be the same physician as the supervisor or the back-up supervisor.

### **Why are performance results for my Canadian Examinations (MCCQE / CFPC / RCPSC) necessary?**

Performance results are utilized by the Registration Committee to determine the appropriate level of supervision.

Based on an applicant's performance, the Committee can tailor the supervision arrangement to the applicant's needs.

The Registration Committee can also suggest areas of focus and educational opportunities that may be available to you to help you better prepare for the examinations.

### **What is an Educational Plan?**

An educational plan is a detailed study plan, indicating how you propose to prepare for the successful completion of the missing Canadian examinations required for an Independent Practice certificate.

The plan should include specific information as to how you are preparing for the exam, including the following: detailed information about the resources that you will be using, are you planning on enrolling in any preparatory courses, are you part of a study group, do you have time reserved for studying, etc.

### **What does "tentatively scheduled" mean?**

Your application has been placed on the agenda for consideration by the Registration Committee on the meeting date provided in your CPSO Online Application page.

### **What does my "written submission" mean?**

Applicants have 30 days in which to make a formal submission to the Registration Committee after receipt of your official referral letter. The written response is not necessary, and is completed at your discretion.

Should you choose to make a formal submission, the submission can contain any additional information that you would like the Registration to consider in support of your application; however, this usually comes in the form of a personal statement addressed to the Committee explaining why you consider your application should be granted. Final submissions may also include the following: additional written clarification for any "yes" responses you have provided to questions in the application form; additional supporting documentation that you believe may be relevant to your application and is not already included in the material; or additional written clarification regarding any issue(s) that may have been brought to your attention by your coordinator during the application process.

### **When should I use the "Application to Registration Committee: Modify terms, conditions and limitations" form?**

The *"Application to Registration Committee: Modify Terms, Conditions and Limitations"* form should be used by physicians who are currently members of the CPSO holding a restricted certificate of registration and are requesting an amendment to current terms, conditions and limitations. Examples of such requests can include: an additional practice location, a new / additional supervisor, an extension to the current certificate of registration, etc.

For additional assistance and to determine whether you need to complete this application, please contact Applications and Credentials Department at (416) 967-2617, or by email at [inquiries@cpso.on.ca](mailto:inquiries@cpso.on.ca)

**Where do I send my documentation to?**

Documentation in support of your application can be sent to the attention of the Registration Committee by fax to 416-967-2623, emailed to [regcomm@cpsso.on.ca](mailto:regcomm@cpsso.on.ca) or by regular mail at the following address:

The College of Physicians and Surgeons of Ontario  
Applications and Credentials Department  
80 College Street, Toronto ON M5G 2E2

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