
SUPERVISION IN THE EMERGENCY CLASS

**Standard of Practice for Registrants of the
College of Chiropodists of Ontario**

Approved by Council: January 26, 2024



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Introduction

This Standard of Practice applies to all registrants who provide supervision or mentorship (the “**Supervisor**”) to another registrant of the College who practices chiropody in Ontario pursuant to a certificate of registration in the Emergency Class in accordance with [O. Reg. 830/93](#) (the “**Supervisee**”).

Supervisor Qualifications

To act as a Supervisor, a registrant must have written approval from the Registrar in advance of commencing supervision. To obtain approval, the following eligibility criteria applies:

- The registrant must hold a General Class certificate of registration in good standing.¹
- The registrant must have experience practicing chiropody in Ontario or another regulated jurisdiction for a minimum of five (5) years.
- The registrant must not have any disciplinary or conduct history with the College, other than a decision by the Inquiries, Complaints and Reports Committee to take no action on a complaint or report.
- The registrant must not be currently under investigation by the College.
- The registrant must not have any terms, conditions, or limitations on their certificate of registration that prevents them from supervising another registrant.

The Registrar has the discretion to determine that it would not be appropriate for a registrant to act as a Supervisor if, in the Registrar’s opinion and based on reasonable and probable grounds, it is not in the public interest for the registrant to be approved as a Supervisor. Such considerations may include, but are not limited to, the registrant having been charged with or found guilty of an offence in any jurisdiction, or the registrant having a finding of professional misconduct, incompetence, or incapacity in another jurisdiction or in another profession, or the circumstances that may rise to a conflict of interest.

If a Supervisor ceases to meet the qualifications in this Standard of Practice, the Registrar will remove their authority to provide supervision.

Restrictions on Supervision

A Supervisor is not permitted to supervise any Supervisee that may give rise to a conflict of interest. A Supervisor has a conflict of interest for the purposes of this standard where the Supervisor (or a relative

¹ Being in “good standing” shall include, but not limited to, the fact that the registrant is not the subject of any discipline or fitness to practise order or any proceeding or ongoing investigation or any interim order or agreement as a result of a complaint, investigation or proceeding, and is also in compliance with all continuing competency and quality assurance requirements.

or a related corporation to the Supervisor) has a relationship as a result of which a reasonable person could conclude that the personal interests of the Supervisor (or the relative or related corporation of the Supervisor) could improperly influence the Supervisor's professional judgment or conflict with their duty to engage in supervision in the best interests of patients or in the public interest. . These restrictions would include, but are not limited to, the supervision of a relative or a person they have a close or intimate relationship with.

A relative is a person who is related to another person in one of the following ways:

- Spouse or common-law partner*;
- Parent;
- Child;
- Sibling (brother or sister);
- Through marriage (father-in-law, mother-in-law, son- or daughter-in-law, brother- or sister-in-law, stepfather, stepmother, stepchildren, stepbrothers, or stepsisters); or
- Through adoption (adoptive parents or siblings, adopted children).

*Common-law partners are people who have lived together as a couple for at least one (1) year, or who have a child together, or who have entered into a cohabitation agreement.

Accountability and Responsibility

The Supervisor is responsible and accountable for ensuring that all Standards of Practice of the profession are upheld where a Supervisee is involved in providing patient care and/or working within the practice of chiropractic.

When assigning care, the Supervisor must do the following:

- Assign only activities that the Supervisee has the knowledge, skill, and judgment to perform.
- Ensure that the Supervisee has the knowledge, skill, and judgment to deliver safe and competent care.

The College's [Assignment, Orders and Delegation Policy](#) should be read in conjunction with this Standard of Practice.

Determining the Level of Supervision

The Supervisor must adjust the level of supervision in accordance with patient needs – i.e., closer supervision is required in situations with higher patient risk. Some factors that may influence patient risk are the patient's condition, the clinical environment, and the abilities and experience of the Supervisee. Supervision may include direct observation, periodic chart review and discussions about the patient's condition, among other things.

Record Keeping

Supervisors are responsible for ensuring that all records, including but not limited to patient records and financial records, are completed in accordance with the [Records Standard of Practice](#) and the [Fee, Billing, and Accounts Guideline](#).

Supervision Requirements

- The Supervisee and their proposed Supervisor must sign the Emergency Class Supervision Agreement. The College will provide confirmation that the proposed Supervisor meets the requirements in this Standard of Practice; supervision must not begin until the Supervisee receives this written confirmation from the College.
- The Supervisee is responsible for ensuring that their patients are:
 - Informed that the Supervisee must practise under supervision, and
 - Provided with the Supervisor’s contact information so they can report any concerns.
- The Supervisor must always be onsite when the Supervisee is providing chiropody services.
- A consultation between the Supervisor and the Supervisee must occur at least once every day when the Supervisee provides chiropody services. These consultations must include a review of treatments provided since the last consultation.

(a) Roles and Responsibilities of Supervisors and Supervisees

Supervisors must do all of the following:

- Comply with relevant legislation, regulations, by-laws, and standards.
- Ensure that they are available to assist/consult the Supervisee as needed.
- Ensure that the Supervisee has the knowledge, skill, and judgment to deliver safe and competent care.
- Report any concerns about a Supervisee to the College. Supervisors must report to the College if the privileges of a Supervisee are revoked, suspended, or have imposed restrictions on them for reasons of professional misconduct, incompetence, or incapacity.
- Provide supervision for no more than five (5) Supervisees at any given time.
- Notify the College within five (5) days if the Supervisor is no longer able to fulfill their supervisory responsibilities and immediately advise the Supervisee to stop practising unless/until they secure a new Supervisor approved by the College.

Supervisees must do all of the following:

- Comply with relevant legislation, regulations, by-laws, and standards.

- Secure a Supervisor for approval by the College; the Supervisee may only have one (1) Supervisor per workplace.
- Notify the College within five (5) days if their Supervisor is no longer able to fulfill their supervisory responsibilities and immediately stop practising unless/until they secure a new Supervisor approved by the College.
- Practice in accordance with the terms, conditions, and limitations on their certificate of registration.
- Inform patients that they are practising under supervision as an emergency class registrant, and obtain consent from every patient that they are comfortable receiving treatment from a supervised chiropractor prior to initiating treatment.
- Only practice chiropractic when competent to do so safely and effectively, and within the limits of their knowledge, skills and judgment.

(b) Accountability

If a Supervisee is the subject of a complaint or investigation, the College will investigate the Supervisee for that practice concern and may also investigate the Supervisor to determine if their supervision was appropriate.

Ending the Supervisor/Supervisee Relationship

In accordance with the Emergency Class Policy, all Emergency Class certificates are automatically revoked 60 days after Council, or the Executive Committee acting as Council, determines the circumstances that led to opening the Emergency Class have ended.

When that happens, Supervisors are responsible for notifying patients that the Supervisee will no longer be able to practice and for ensuring continuity of care in accordance with the [Discontinuation of Services Advisory](#).