

# **Completing supervision reports online** Guide for supervisors

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# 1 - Accessing your supervision reports

You can access your supervision reports by either logging into your myMCNZ account, or following the link to the report in your email notifications.

## 1.1 - Accessing your reports via myMCNZ

To access your reports via the myMCNZ portal:

### 1.1.1 - Go to the myMCNZ portal - <u>https://mymcnz.org.nz/</u>.

#### 1.1.2 - Log in using your username and password.

Medical Council of New Zealand Te Kaunihera Rata o Actearca	myMCNZ Online resource for the Medical Council of New Zealan
Log in	
Username	
Password	
Between 8 and 20 characters. Please in number. More details Forgot your password?	clude a capital and a
Log in	

1.1.3 - Click on the **Do it online** tab and select **Supervision** from the dropdown list.



- 1.1.4 This will take you the **Doctors I am supervising** landing page in the online supervision reports portal. This page displays an overview of all the doctors you're supervising as well as the status of any reports.
- 1.1.5 Follow the links in the **Action** column to open a specific report.

Do	octors I a	m cur	rent	tly supe	rvising					
4	All active reports	Overdue	Due	Not yet due	With doctor for review			Q Filter by name		×
(	Doctor	Sco	pe	Pat	hway	Reporting start date	Reporting end date	Date submitted	Status	Action
C	Or Rosie Jane Prescot	t Prov	isional Ge	eneral Cor	nparable Health System	11-Apr-2021	12-Apr-2021	Not submitted	Overdue	Continue
C	Dr Rosie Jane Prescot	t Prov	isional Ge	eneral Cor	nparable Health System	11-Apr-2021	12-Jul-2021	Not submitted	Not yet due	Continue
	)r Rosie Jane Prescot	Prov	isional Ge	eneral Cor	nnarable Health System	01-Apr-2021	13-Jul-2022	Not submitted	Not vet due	Continue

#### **1.2** - Accessing your reports via email link

- 1.2.1 You can also access reports directly from the emails we will send you. When a reporting period begins, we will send you an email advising:
  - a. that a new reporting period has started,
  - b. the end date of the reporting period,
  - c. the date you are expected to submit the report, and
  - d. that you can access the report directly by following a link.
- 1.2.2 The email will look something like this example:

Mon 12/04/2021 3:50 p.m.
@mcnz.org.nz
MCNZOS-UAT:Supervision of Dr Prescott
To Test One - Internal Use Only
If there are problems with how this message is displayed, click here to view it in a web browser.
Reference:
Kia ora Dr Scott
Supervision of Dr Prescott
Your supervision of Dr Rosie Prescott for the period 11 April 2021 to 10 July 2021 has now started. Please provide the report no later than 11 July 2021.
You can provide the report by following this link.
For further information about being a supervisor, please read our website. Please contact me if this information is not correct or if you have any queries about providing supervision.
Ngā mihi
Te Kaunihera Rata o Aotearoa   Medical Council of New Zealand +64 4 384 7635   0800 286 80.1 www.mcnz.org.nz   mcn2@mcn2.org.nz

#### 1.2.3 - Click on the link indicated.

- 1.2.4 You will be prompted to log into myMCNZ. Log in using your username and password.
- 1.2.5 After you're logged in, the report will open to the first page of the report (the **Doctor information page**).

our landing page			-	, mere and brequired by fam	
Doctor information	Dr Rosie Jane Pr Scope	rescott ( )			
2 Knowledge 0 / 5	Scope of practice Pathway	Provisional General Comparable Health System	Information	n about the doctor	
3 Judgement 0 / 4	Employment Employer/place of work	Nelson City Medical Centre			
4 Communication 0 / 5	Area of medicine Scheduled end date of employn Please contact us if the above	General Practice nent - information is not correct, or is likely	to change in th	e near future	
5 Professionalism 0 / 4	Medical Council regi	stration contact	Pagistratic	an Coordinator contact datails	
6 Observation 0 / 1	Reporting period	C	inegi su auc		
Summary	Start date End date	11 April 2021 10 July 2021		If the superision report covers a period shorter than the stated End date, enter the last	]
s of the report and the ber of questions per on	vanauon to effü Gate	Select variation date		date of the supervision period and the reason for ending the supervision earlier. If this is not your last supervision report for the doctor, the start date of the next reporting period will adjust to be day after the end date of this reporting period.	Si

- 1.2.6 Click on the link indicated.
- 1.2.7 You will be prompted to log into myMCNZ. Log in using your username and password.
- 1.2.8 After you're logged in, the report will open to the first page of the report (the **Doctor information page**).

1 Doctor	Dr Rosie Jane Pr	escott ( )			
Information	Scope		-		
2 Knowledge 0 / 5	Scope of practice Pathway	Provisional General Comparable Health System	Information	n about the doctor	
	Employment				
Judgement 0 / 4	Employer/place of work Capacity	Nelson City Medical Centre House Officer			
Communication 0 / 5	Area of medicine Scheduled end date of employn Please contact us if the above	General Practice nent - information is not correct, or is likely	to change in th	e near future	
Professionalism	Medical Council regi	stration contact			
		@mcnz.org.nz	Registratio	on Coordinator contact details	
Observation 0 / 1	Reporting period				
	Start date	11 April 2021 10 July 2021			]
Summany		10 701 / 2021		If the superision report covers a perio shorter than the stated End date, enter	d the last
Summary	Variation to end date	Select variation date	<u>A A</u>	data of the currencian period and the	
Summary	Variation to end date	Select variation date		date of the supervision period and the for ending the supervision earlier.	

#### 2 - Completing a supervision report

#### 2.1 - Doctor information section

- 2.1.1 The doctor information shows information about the doctor you're supervising including their scope of practice, places of employment, capacity, area of medicine, and which coordinator at Council is handling their application.
- 2.1.2 From this page, you can also vary the end date of the report. You will need to do this if you want to submit the report before the scheduled end date of the reporting period. Scenarios in which you might to vary the end date include:
  - a. the doctor has left their employment earlier than scheduled,
  - b. you are going to be away at the end of the reporting period,
  - c. Council staff have asked you to submit a report earlier than scheduled for some reason.

Start date End date Variation to end date	11 April 2021 10 July 2021	If the superision report covers a period	
	Select variation date	shorter than the stated End date, enter the last date of the supervsion period and the reason for ending the supervsion earlier.	
		If this is not your last supervision report for the doctor, the start date of the next reporting period will adjust to be day after the end date of this reporting period.	Save

#### 2.1.3 - Click **Next** when you're ready to begin completing the report.

#### 2.2 - Rating criteria on each page

2.2.1 - Rate the doctor in each category using the criteria provided.

U information	Knowledge and skill	S					
2 Knowledge 0/5		Substantially below expectation <b>0</b>	Below expectation <b>()</b>	Meets expectation <b>()</b>	Above expectation <b>()</b>	Substantially above expectation <b>()</b>	Not observed
3 Judgement 0 / 4	Knowledge Demonstrates knowledge and skills relevant to the doctor's discipline of medicine	0	0	0	0	0	0
0/3							
All doctors Lam supervision							
Doctor information     2     Knowledge     0 / 5	> Dr Rosie Prescott > Dr Prescott - Report Know Meets the required stan scope of practice - may	dard of competence require education a substantiany below expectation <b>f</b>	tin some but not a nd/or other action berow expectation <b>O</b>	Ill areas for a docto s to meet the over- meets expectation <b>3</b>	r working within th all required standar above st expectation <b>()</b> all expectation <b>()</b>	neir rd of competence dosentrany Not bowe weekation <b>0</b>	t observed
<ol> <li>Doctor         <ol> <li>Doctor             <li>information</li> <li>Knowledge                 0 / 5</li></li></ol></li></ol>	<ul> <li>Dr Rosie Prescott &gt; Dr Prescott - Report -</li> <li>Know Meets the required stand scope of practice - may</li> <li>Knowledge</li> <li>Demonstrates knowledge and skills relevant to the doctor's discipline of medicine</li> </ul>	starting 11 April 202	in some but not a not a not of the action of	Il areas for a docto s to meet the over meets expectation 0	r working within th all required standar succe expectation ① all exp	Neir rd of competence Dostantiality Not pove gectation <b>O</b>	t observed

#### 2.3 - If the doctor hasn't met the required standard

2.3.1 - You will be prompted to provide further information if you select either **Substantially below** expectation or **Below expectation** for any category. You can change your rating at any time before you've submitted the report.

1 Doctor information	Knowledge and skills							
2 Knowledge 0 / 5		Substantially below expectation <b>()</b>	Below expectation <b>()</b>	Meets expectation <b>()</b>	Above expectation <b>()</b>	Substantially above expectation <b>()</b>	Not observed	
3 Judgement 0 / 4	Knowledge Demonstrates knowledge and skills relevant to the doctor's discipline of	0						
4 0/5 5 Professionalism 0/4	medicine Please elaborate:	Here you have	to elaborate on y	our assessment			6	Save Comment

#### 2.4 - Navigating within the report

- 2.4.1 You can click **Previous** and **Next** at the bottom of each section to move backwards or forwards.
- 2.4.2 You can also quickly move to any section by clicking on the headings on the left hand side.Note: You don't have to complete a section before you move to a new one. Your progress will be saved, even if you only answer some of the questions.

rmation Cinnear Jud	gement											
wledge		Substantially below expectation <b>()</b>	Below expectation	on	Meet expe	s ctation 🚯	Abo expe	ve ectation ()	Sub abo expo	stantially ve ectation 🕄	Not	observed
gement Diagnostic skills For example identifi patient problems	es and prioritises											
Patient manageme For example synthes appropriate and cull management decisi appropriately to call provides emergency	nt sises data, makes turally safe ons, responds outs and v care as require											
Time management Plans and organises and meets them, pri seeks advice on price	work, sets goals oritises calls, orities if needed											
Recognising limits Accurate assessmen refers and consults v required, takes respi actions	t of own skills, with others as onsibility for own											

#### 2.5 - Observation and additional comments

- 2.5.1 In the **Observation** section of the report you'll be asked to indicate how you assessed the doctor during the period of supervision. You can choose more than one option. If you select either of **Feedback from non-medical staff** or **Other** you will need to provide a brief explanation.
- 2.5.2 You can also make further comments in the **Additional comments** section. This is completely optional. However, any comments you make here will be shared with the doctor.

Doctor information	Observation
2 Knowledge 5 / 5	Direct observation Feedback from medical Feedback from non-Other colleagues medical staff
3 Judgement 3 / 4	How did you assess Dr Prescott over v v v v v v v v v v v v v v v v v v
Communication 5 / 5	Please provide context of your assessment if not self-observed: If you select or include an option other than 'Direct observation', you will be asked to provide some context of your assessment here Save Comment
5 Professionalism 4 / 4	
6 Observation 0 / 1	Additional comments
7 Summary	This is not a mandatory field but I can add any additional comments I wish to provide to the Medical Council about Dr Prescott's performance in this comments box. Dr Prescott will also have visibility of this comment.
	218/2000

#### 2.6 - Summary page – incomplete sections

- 2.6.1 The last section of the form is the **Summary page**. From this page you can see whether all sections of the report are complete or not. You won't be able to submit the report if it is not complete.
- 2.6.2 If a section is not complete, return to that section and answer any outstanding questions.

Doctor	Summary	Download report 🛃
C Knowledge	Doctor information (Complete)	٢
5 / 5	Knowledge (Complete)	5/5 📀
Communication	Judgement (Incomplete) All sections have to be complete before you can submit the report	3/4 🔺
5 Professionalism	Please select a rating for all questions	
6 Observation	Communication (Complete)	5/5 📀
7 Summary	Professionalism (Complete)	4/4 📀
	Observation (Complete)	1/1 오
	(i) We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other i where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.	individuals or organisations
Previous	Submission becomes available or	10 July 2021 Submit
	To submit this report before 10 July 2021, go back to the <u>doctor information step</u> , en supervision report and the reason you are submitting this early. Then, return to this p	ter the new end date for this age and submit the report.

#### 2.7 - Summary page – Downloading the report for discussion with the doctor

2.7.1 - You can **download** a copy of the report to discuss with the doctor before you submit the report. You can then return and make changes to the report before submitting it. The report you download will have a 'draft' watermark where the report is yet to be submitted to indicate it is not the final version.



#### 2.8 - Summary page – Submitting the report before the end date

2.8.1 - You can only submit a report on or after the reporting period end date. The **Summary** page will indicate what date submission becomes available.

Doctor	Summary	Download rep	ort 🛓
Knowledge	Doctor information (Complete)		0
Judgement	Knowledge (Complete)	5/5	0
Communication	Judgement (Complete)	4/4	0
5 / 5 Professionalism	Communication (Complete)	5/5	0
Observation	Professionalism (Complete)	4/4	•
7 Summary	Observation (Complete)	1/1	0
Previous	<ul> <li>We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.</li> <li>Submission becomes available of the submitting this report before 10 July 2021, go back to the <u>doctor information step</u>, ere supervision report and the reason you are submitting this early. Then, return to this</li> </ul>	individuals or organisation n 10 July 2021 Nater the new end date for page and submit the repo	ubmit this ort.

2.8.2 - To submit the report before this date, you need to return to the **Doctor information** page to vary the end date. that will allow you to submit the report before the scheduled end date.

For example, you might want to vary the end date if the doctor has left their employment earlier than expected, or if you are going to be unavailable for any reason on the scheduled end date.

1 Doctor information	Dr Rosie Jane Prese Scope	cott ( )
2 Knowledge 5 / 5	Scope of practice Pathway	Provisional General Comparable Health System
	Employment	
3 4/4	Employer/place of work Capacity	Nelson City Medical Centre House Officer
Communication 5 / 5	Area of medicine Scheduled end date of employment Please contact us if the above info	General Practice - rmation is not correct, or is likely to change in the near future
5 Professionalism	Medical Council registra	ation contact
	Ancari Van Niekerk	avanniekerk@mcnz.org.nz
Observation 1 / 1	Reporting period	
7 Summary	Start date End date	11 April 2021 10 July 2021
	Variation to end date	13 April 2021 C Remove
	Reason for variation to end date	Due to this reason, the supervision period ends today
		3 53/2000 Save

## 2.9 - Submitting the report

- 2.9.1 Once the end date of the reporting period has been reached, or you have updated the end date, you can submit the report.
- 2.9.2 Click on the **Submit** button and then confirm that you've discussed the report with the doctor.

Summary	Download report
Doctor information (Complete)	0
Knowledge (Complete)	5/5 🔮
Judgement (Complete)	4/4 📀
Communication (Complete)	5/5 🛇
Professionalism (Complete)	4/4 🔮
Observation (Complete)	1/1 🔮
We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other indiv	iduals or organisations
where this is necessary to ensure Dr Prescott is competent and fit to practise, or, where this is required by law.	(1) Submi
	Summary         Doctor information (Complete)         Knowledge (Complete)         Judgement (Complete)         Communication (Complete)         Professionalism (Complete)         Observation (Complete)         Observation (Complete)         We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other indiv         We will share all the information you provide in this report with Dr Prescott. We may also disclose this report to other indiv

- 2.9.3 The doctor will now receive a notification that you've completed a report for them. They will have the opportunity to view your assessment and comments and can make comments.
- 2.9.4 Once the doctor confirms they've reviewed the report, it will be sent to Medical Council for processing.

Note: If you've indicated any concerns in your report, the system will send the report immediately to Medical Council as well as giving the doctor the opportunity to review and comment. In this case, it won't wait for the doctor to confirm they've seen the report.

# 3 - Landing pages

#### 3.1 - Landing page – "Doctors I am currently supervising"

3.1.1 - On this landing page you will be able to see an overview of all the doctors you are supervising, and the status of the reports you are scheduled to provide.

Te Kaunihe Rata o Aotearoa	ra Medical Council o New Zeal	f 🕕					۵	ES Dr Eli Scott
loctors La	am curr	ontly s	Inervising					
octors ra	in cu <sub>1</sub>	entry s	upervising	M		0		
All active reports	Overdue	Due Not ye	et due With doctor for	review		Q Filter by na	me	3
Doctor	Scope		Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
) Dr Rosie Jane Prescott	Provisior General	nal	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	3 🛃
Dr Rosie Jane Prescott	Provisior General	nal	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue
ompleted r	eports <sup>®</sup>					Q. Filter by na	me	3
Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date	submitted	Status	Action
No items to show								

3.1.2 - If you are supervising more than one doctor, there are **filters**, and a **search tool**, to make it easier to find a particular doctor.

3	Doctors I a	im cu	rrent	tly supe	rvising	_				
	All active reports	Overdue	Due	Not yet due	With doctor for r	review		Q		ж
	Doctor	Scope	9	Pathwa	у	Reporting start date	Reporting end date	Date submitted	Status	Action
	Dr Rosie Jane Prescott	Provis Gener	Provisional General		able Health	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	*
	Dr Rosie Jane Prescott	Provisional General S		Compar System	able Health	11-Apr-2021	10-Jul-2021	Not submitted	Not submitted Not yet due	

- 3.1.3 You can filter the reports you have to complete by their status:
  - a. All active reports: a list of all the reports you have to complete
  - b. Overdue: outstanding for 14 days or more
  - c. Due: 7-14 days after the reporting period end date
  - d. Not yet due: before the reporting period end date
  - e. With doctor for review: the report you submitted is with the IMG doctor to review and submit
- 3.1.4 You can also **search** for a specific doctor by entering their first or last name.

<sub>3</sub> [	Ooctors I a	ım cu	rrent	ly supe	rvising					
	All active reports	Overdue	Due	Not yet due	With doctor for revie	w		2 Q Rosie		ж
	Doctor	Scope	5	Pathwa	у	Reporting start date	Reporting end date	Date submitted	Status	Action
	Dr Rosie Jane Prescott	Provis Gener	ional ral	Compar System	able Health	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	<b>.</b>
	Dr Rosie Jane Prescott	Provis Gener	ional ral	Compar System	able Health	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue

3.1.5 - You can **download** (as a PDF) a copy of the report you submitted. The report will be in 'draft' until the doctor has reviewed and submitted it.



3.1.6 - Follow the links in the Action column to open that specific report.

I	Doctors I am currently supervising												
	All active reports	Overdue	Due	Not yet due	With doctor for review	]		Q Filter by name		×			
	Doctor	Sco	pe	Pat	hway	Reporting start date	Reporting end date	Date submitted	Status	Action			
	Dr Rosie Jane Presco	tt Pro	visional Ge	eneral Cor	nparable Health System	11-Apr-2021	12-Apr-2021	Not submitted	Overdue	Continue			
	Dr Rosie Jane Presco	tt Pro	visional Ge	eneral Cor	nparable Health System	11-Apr-2021	12-Jul-2021	Not submitted	Not yet due	Continue			
	Dr Rosie Jane Presco	tt Pro	visional Ge	eneral Cor	nnarable Health System	01-Apr-2021	13-Jul-2022	Not submitted	Not vet due	Continue			

3.1.7 - There is also a list of **reports you previously submitted** for doctors you are currently supervising.

All active reports	Overdue	Due Not y	et due With doctor for	review		Q Filter by na	me	1
Doctor	Scope		Pathway	Reporting start date	Reporting end date	Date submitted	Status	Action
Dr Rosie Jane Prescott	Provision General	nal	Comparable Health System	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	<b>*</b>
Dr Rosie Jane Prescott	Provision General	าลไ	Comparable Health System	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue
ompleted I	reports <sup>®</sup>					Q Filter by na	me	:
Doctor	Scope	Pathway	Reporting start date	Reporting end date	Date su	bmitted	Status	Action

#### 3.2 - Doctor's landing page

3.2.1 - **Select** the doctor to open the doctor's landing page for information about the doctor you are supervising.

C	Doctors I am currently supervising											
	All active reports	Overdue	Due	Not yet due	With doctor for reviev	v		Q Filter by nar	me	×		
	Doctor	Scope	pe Pathway		y I	Reporting start date	Reporting end date	Date submitted	Status	Action		
	Dr Rosie Jane Prescott	Provisional General		Compar System	able Health	07-Apr-2021	10-Apr-2021	12-Apr-2021	With doctor for review	*		
6	Dr Rosie Jane Provisional Prescott General		Compar System	able Health	11-Apr-2021	10-Jul-2021	Not submitted	Not yet due	Continue			

#### 3.2.2 - On the **Doctor's landing page** you can:

- a. Navigate back to your landing page
- b. The Council registration coordinator's email address
- c. A list of the reports you must complete for the doctor
- d. Select the link to navigate to the report
- e. Completed reports that were submitted by yourself or other supervisors for the doctor in the past
- f. Download a PDF of the submitted report.

1	All doctors I am supervising > Dr Rosie Prescott > Dr Prescott - Report starting 11 April 2021										
	Dr Rosie Jane Prescott										
-	Scope										
5	Scope of practice	Provisional General									
	ratnway	Comparable Health Syst	tem								
	Employment										
E	Employer/place of work	Nelson City Medical Cer	ntre								
9	Capacity	House Officer									
	Area of medicine Scheduled and date of employment	9 March 2022									
	Please contact us if the above information	on is not correct, or is likely t	o change in the near futur	re							
2	Medical Council registration	n contact									
1	Ancari Van Niekerk	avanniekerk@mcnz.org.	.nz								
3	Reports I have to complete										
	reports i nave to complete										
	Start date	End date	Report due date		Status	Action					
	11-Apr-2021	12-Apr-2021	14-Apr-2021		In progress	Continue					
	11-Apr-2021	12-Jul-2021	14-Jul-2021		In progress	Continue	)				
		ß									
5	Completed supervision rep	orts									
	Supervisor	Start date	End date	Outcome		Status	Action				
	Dr Bede Terrence McIvor	01-Apr-2021	13-Apr-2021	Not at the required sta	andard	Complete	6				
							_				
	Dr Bede Terrence McIvor	01-Apr-2021	13-Apr-2021	Not at the required st	andard	Complete	*				
	Dr Eli James Scott	11-Apr-2021	13-Apr-2021	Not at the required sta	andard	Complete	*				

#### 3.3 - Notifications and email reminders

- 3.3.1 You will receive the following notifications and reminder emails about doctors you are supervising:
  - a. A notification email on the start date of the reporting period.
  - b. A notification email **three days** prior to the end date of the three-month reporting period.
  - c. A reminder email every **seven days** after the reporting period end date, until you have completed the report.