



Acknowledgement & Undertaking of Supervision

Re: _____ License Number: _____

In order to fulfill the specific requirements for temporary licensing with the Saskatchewan Society of Medical Laboratory Technologists, this member is required to work, at all times, under the direct supervision of a fully licensed MLT.

Undertaking of Supervisor/Manager

Name of supervisor/manager _____

Title _____

I agree that the person named above will, at all times, work under the direct supervision of a fully licensed MLT at (location) _____

In addition, I agree that the supervising MLT will be specifically designated and will be aware that they are specifically designated.

Signature _____ Date _____

Acknowledgement of Employer

To be signed by a person authorized on behalf of the employer of the aforementioned member.

Name _____

Title _____

I am aware that _____ must, at all times, work under the direct supervision of a fully licensed MLT until such time as this limitation is removed from the member's license.

Signature _____ Date _____

Acknowledgement of Member

I have read and understand the limitations applied to my practice and acknowledge the conditions under which I am required to work.

Signature _____ Date _____

Place of Employment _____

SSMLT Policy on "Direct Supervision"

The supervising MLT continually monitors the performance of the person being supervised. The supervising MLT is always readily accessible on site in case of difficulty or needed intervention. The supervising MLT will use constant observation until a judgement about competence is made.

(see over for Supervision Guidelines)

Mail completed Form to: SSMLT Office, Box 3837, Regina, SK S4P 3R8
Or Fax to (306) 352-6791

SSMLT GUIDELINES

FOR THE SUPERVISION OF MLTs

WORKING ON TEMPORARY LICENSES

Fully Licensed MLTs who undertake supervisory responsibilities for MLTs working on Temporary Licenses shall:

- ensure that their own professional expertise and supervisory ability are adequate for their responsibilities.
- explain and demonstrate the work to be done before permitting the MLT to perform the work.
- observe and evaluate, on an ongoing basis, the competence of the MLT being supervised and determine the level of supervision required.
- provide ongoing guidance and monitoring as required.
- discuss any ongoing concerns regarding the MLT's performance with their supervisor/manager.
- verify results in accordance with the pre-established standards or objectives.
- provide feedback to the MLT being supervised concerning overall performance.

NOTES:

- The initial assessment of competence must be made under constant observation and must be documented. MLTs re-entering practice after an absence of five years or more, must complete the SSMLT clinical competency checklist (s) for the appropriate discipline (s). Completed checklist (s) are to be returned to the SSMLT Office (these checklists are available from the SSMLT Office).
- Once the initial assessment of competence has been made, and the MLT has been found to be competent, the MLT's performance is to be monitored continually but does not require constant observation.
- MLTs working on Temporary Licenses must sign an "Acknowledgement and Undertaking of Supervision Form" that is also signed by their employer and manager/supervisor. This Form clearly states the requirement for direct supervision of the MLT who is working on the Temporary License; when the MLT, the employer, and the manager/supervisor sign this Form, they acknowledge the requirement for direct supervision and their intention to adhere to this requirement.
- It is recommended that the Employer, Supervisor/Manager and the Member retain copies of this form for their records.