



College of
Chiropodists
of Ontario

Supervising Chiropody Students

Approved by Council: October 1, 2026 (Effective January 1, 2027)

INDEX

Introduction	2
Supervisor Eligibility	2
Supervision Agreement	3
Supervision Requirements	3
Determining the Level of Supervision	3
Controlled Acts	4
Recordkeeping and Billing	4
Restrictions on Supervision	4
Accountability and Responsibility	5

Introduction

This Standard of Practice applies to registrants of the College who supervise or provide clinical education (**Supervisor**) to chiropody students or trainees (**Students**) in Ontario outside an educational institution.

Its purpose is to:

- Protect the public by ensuring that Students are properly supervised during clinical placements.
- Clarify expectations for registrants acting as Supervisors.
- Make sure patients are informed about Student involvement and receive safe, competent care.

Supervisor Eligibility

To act as a Supervisor, a registrant must:

- Hold a General Class certificate of registration in good standing.¹
- Have at least three consecutive years of chiropody practice in Ontario or another regulated jurisdiction.
- Meet all continuing competency and quality assurance requirements of the College.
- Have no terms, conditions or limitations on their certificate of registration that prevent them from supervising Students.

The Supervisor must maintain these requirements throughout the Student's placement. If these requirements are no longer met, or supervision is no longer in the public interest, the Supervisor must stop supervising and advise the Student to find a new Supervisor.

¹ For the purposes of this Standard, "good standing" means that the Supervisor must not be the subject of any prior discipline or fitness to practise order; any prior decision of the Inquiries Complaints and Reports Committee other than a decision to take no further action; any current discipline proceeding or investigation by the College; any interim order; or any agreement entered into as a result of a complaint, investigation or proceeding.

Supervision Agreement

Supervision is a formal relationship between the Supervisor and the Student. Supervisors must have a **written agreement** that includes:

- The goals and purpose of supervision.
- Responsibilities of both Supervisor and Student.
- Who has ultimate responsibility for patient care.
- How supervision will occur (frequency, direct vs. indirect, meeting arrangements).
- Confidentiality and consent requirements.
- Emergency contact and contingency plan if the Supervisor becomes unavailable.
- Expectations for sharing patient information and confidentiality.
- Expectations about liability coverage.
- Requirement to report any concerns about a Student to the educational institution.

Supervision Requirements

A Supervisor must:

- Understand the Student's learning objectives and curriculum, including course content, expectations, and the goals of the Student's placement.
- Orient the Student to the facility, protocols, and department and/or program where the clinical placement is taking place (including equipment, protocols and documentation requirements).
- Only assign tasks the Supervisor has the knowledge, skill, and judgment to perform.
- Inform patients when a Student is involved in their care. Explain that the Student is not a registrant of the College, and confirm that the Supervisor is ultimately responsible for the patient's care.
- Ensure students wear nametags with their name and title.
- Obtain informed consent for Student involvement in the patient's care. If informed consent is obtained, explain the Student's role.
- Assign tasks appropriate to the Student's knowledge and skill level.
- Provide fair and honest performance assessments
- Maintain professionalism and boundaries (no harassment, discrimination, or sexual behaviour).

Determining the Level of Supervision

The level of supervision depends on:

- **Patient risk:** Higher-risk tasks require closer supervision.
- **Student competence:** Less experienced Students need more direct oversight.
- **Task complexity:** Controlled acts and invasive procedures require **direct supervision**.

Definitions:

- **Direct supervision:** Supervisor is physically present and observing the procedure.
- **Indirect supervision:** Supervisor is on-site and immediately available for consultation.

Examples:

- **Casting/scanning for orthoses:** Must be reviewed by the Supervisor before the **patient leaves the treatment room**.
- **Controlled acts (e.g., cutting into subcutaneous tissue):** Student may perform only under **direct supervision**.

Controlled Acts

Students may perform the following controlled acts **only under direct supervision**:

- Cutting into subcutaneous tissue of the foot.
- Administering substances by injection into the foot.
- Prescribing drugs designated in the *Chiropody Act, 1991*.

Recordkeeping and Billing

- All patient records completed by the Student must include their full name and title.
- All documentation must be co-signed by the Supervisor and meet the College's Records Standard.
- Bills and receipts must be accurate and reviewed by the Supervisor.
- Supervisors must keep a supervision log with:
 - Names of Supervisor and Student.
 - Dates and hours of supervision.
 - Issues discussed or directions given.
 - Any controlled acts performed by the Student.

Restrictions on Supervision

A Supervisor must not supervise a Student if there is a **conflict of interest**.

A conflict of interest exists when a Supervisor's personal interests, or those of a relative or a related business, could affect their professional judgment or interfere with their duty to supervise in the best interest of patients and the public.

Examples of conflicts include supervising someone with whom the Supervisor has a close or personal relationship, such as:

- Spouse or common-law partner;²
- Parent or Child;
- Sibling;

² For the purposes of this Standard, 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.

- Through marriage (parents-in-law, children-in-law, siblings-in-law, stepparents, stepchildren or stepsiblings); or
- Through adoption (adoptive parents or siblings, adopted children).

To maintain safety and quality, a Supervisor may not supervise more than one Student at the same time.

Accountability and Responsibility

The Supervisor is fully responsible for the Student's work, including all assessments and treatments. This means:

- The Supervisor must ensure that all care provided by the Student meets the College's Standards of Practice.
- If a complaint is made about the Student's conduct or actions, the College may investigate the Supervisor's role and oversight.