



Purpose

This policy explains CPSNL's Oversight and Assessment Program. It says who must take part, who can be an assessor, how often reports must be submitted, and what happens if concerns are found.

Scope

This policy applies to Registrants who must take part in the Oversight and Assessment Program as a condition of their licence.

Definitions

Assessor: a Registrant approved by CPSNL to complete Oversight and Assessment of a Licensee.

Licensee: a Registrant who must take part in the Oversight and Assessment Program.

Oversight and Assessment: a review process where an Assessor looks at a Licensee's clinical practice at set times and reports on whether the Licensee is meeting expected standards of practice and professionalism.

Oversight Report: the report an Assessor completes which summarizes their review of the Licensee.

Policy

The Oversight and Assessment Program helps CPSNL monitor, review, and support Licensees while they practice. The program helps Licensees meet the standards required for their licence type and area of practice.

A Licensee must take part in the program in these situations:

Licence type	Who must participate
Provisional Licence	All Licensees during their first 12 months of practice in Newfoundland and Labrador.
Clinical Assistant Licence	All Licensees who must take part under the Clinical Assistant Licence Policy .
Physician Assistant Licence	All Licensees who must take part under the Physician Assistant Licence Policy .

Any Licence Type	Any Licensee ordered to take part by a CPSNL Committee or CPSNL's Adjudication Tribunal.
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Assessors

CPSNL must approve Assessors before they can act in this role. To be approved, an Assessor must meet all of these requirements:

- hold an active, unrestricted Full or Provisional Licence from CPSNL
- have practiced independently for the past two years, without Oversight and Assessment
- practice in the same scope of practice as the Licensee
- work at the same location or within the same health zone as the Licensee, where possible
- **not** be under a quality assurance review because of concerns about their fitness or competence to practice medicine
- **not** have an open complaint that has been referred to the Discipline Panel and is awaiting a decision
- **not** have any other issue that, in the Registrar's view, makes them unsuitable to be an Assessor

If a Licensee is sponsored as a condition of their licence, the sponsor will suggest an Assessor for CPSNL to approve.

Costs

Licensees must pay the Oversight fees listed in CPSNL's [Fee Schedule](#). Licensees must pay all fees to CPSNL before Oversight and Assessment starts. If Oversight and Assessment ends early, CPSNL will refund any unused amount.

Reports

An Assessor must:

- complete a report for each assessment period using CPSNL's approved form
- give the Licensee a copy of the report to review and sign
- send the signed report to CPSNL and the Licensee's response, if they have one

The usual reporting schedules are listed below. CPSNL may change the schedule if needed; for example, to match the Licensee's licence dates.

New Provisional Licence	Once a month for the first 3 months Then every 3 months for the next 9 months
Clinical Assistant	As set out in the Clinical Assistant Licence Policy .
Physician Assistants	As set out in the Physician Assistant Licence Policy .
Ordered by a CPSNL Committee or the CPSNL's Adjudication Tribunal	Follow the schedule set by the Committee or Adjudication Tribunal.

If the Registrar responsible for the Quality Department is satisfied with the oversight reports, CPSNL will remove the Oversight and Assessment condition from the Licensee's licence at the end of the program.

Deficiencies

If an oversight report identifies concerns or areas for improvement, the Registrar responsible for the Quality Department will decide what steps are needed to protect the public. These steps may include:

- waiting for the next report to see if the Licensee's practice improves
- asking the Assessor for more information
- changing how often reports are required, such as requiring reports more often
- extending the length of Oversight and Assessment

If an oversight report identifies serious or repeated concerns that do not improve, the Licensee will be referred to the Quality Assurance Committee (QAC). The QAC will decide on the next steps, which may include one or more of the following:

- remediation
- licence conditions
- practice restrictions

Non-Compliance

If a Licensee or Assessor does not or cannot follow this policy, the Licensee must stop practicing until they meet the requirements to CPSNL's satisfaction.

In exceptional circumstances, the Registrar responsible for the Quality Department may approve an extension of up to 60 days for a report. This may only happen if earlier reports did not identify concerns.

Document History

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