

## Consultation Document: Public Consultation

---

July 2011

Limited registration in the public interest

Limited registration for postgraduate training and supervised practice  
Guidelines for supervised practice

### Summary

This consultation paper seeks feedback on draft registration standards for limited registration and draft guidelines for supervised practice.

The draft registration standards set out the requirements that would apply to each category of limited registration. After public consultation, the Osteopathy Board of Australia (the Board) will finalise the registration standards, taking into account the feedback provided through the consultation process, and submit the final standards to the Australian Health Workforce Ministerial Council (the Ministerial Council) for approval. They will then be published on the Board's website and take effect at that time.

The draft guidelines set out the Board's requirements in relation to supervised practice. Following public consultation, the Board will finalise the Guidelines for publication on its website.

### Background

From 1 July 2010, the Osteopathy Board of Australia (the Board) has been responsible for the registration and regulation of osteopaths under the *Health Practitioner Regulation National Law* (the National Law), as in force in each state and territory.

### Registration standards

The Board develops and recommends registration standards about the eligibility or suitability of individuals registering in the osteopathy profession. This is to protect the public and ensure that registered osteopaths are competent and able to safely practise the profession. While the development of the registration standards is managed by the Board, final approval rests with the Ministerial Council.

The Board has previously developed and consulted on a range of registration standards that were approved by the Ministerial Council. These are the standards regulating the profession. They can be accessed [here](#).

The Board has developed further registration standards about limited registration in the public interest and limited registration for postgraduate training and supervised practice. Under the National Law, the Board is required to undertake wide-ranging consultation on proposed registration standards and guidelines. For more information about the National Law, please refer to [www.ahpra.gov.au](http://www.ahpra.gov.au). The Board recognises that constructive participation of the profession and the community in the consultation process strengthens the final standards and guidelines adopted by the Board.

Interested parties are invited to make written submissions on this proposal, before the Board submits the final proposed registration standards to the Ministerial Council. Please note that your submission will be placed on the Board's website unless you indicate otherwise.

If you wish to provide comments on this draft paper, please provide written comments in electronic form to [osteoboardconsultation@ahpra.gov.au](mailto:osteoboardconsultation@ahpra.gov.au) by close of business on **Friday 26 August 2011**.

## Overview of issues

In developing this Consultation Paper the Board has taken into account the characteristics of the osteopathy profession and approaches to limited registration that have been developed by other National Boards. The Board has been mindful of the importance of consistency with other National Boards when relevant and has indicated when it considers that a different approach is appropriate, for example because of differences between professions.

### *Limited registration in the public interest*

The Board does not anticipate large numbers of applications for limited registration. The Board has taken into account current osteopathy workforce and employment patterns in the osteopathic profession. The draft registration standard gives some examples of when the Board considers limited registration may be in the public interest, but is not intended to be exhaustive. There may be other situations when limited registration in the public interest is important. The Board will assess these applications on a case by case basis, taking into account the objectives and guiding principles of the National Law. The Board is interested in feedback on this approach.

### *Limited registration for postgraduate training or supervised practice*

The Board's proposal includes:

- limited registration for postgraduate training
- limited registration for supervised practice and
- limited registration for supervised practice to sit the ANZOC exam.

The Board is interested in feedback about these categories of limited registration.



## Registration standard: Limited registration in the public interest

---

### Authority

This standard has been developed by the Osteopathy Board of Australia (the Board) under section 68 of the *Health Practitioner Regulation National Law Act 2009* (the National Law) as in force in each state and territory and consistent with section 38(2) of the National Law.

### Summary

The Board has developed this standard to set out the requirements that an osteopath must meet to be granted limited registration to practise as an osteopath in the public interest, under section 68 of the National Law. This standard applies to osteopaths with international or other qualifications who do not qualify for general registration under the National Law.

The Board will determine whether it is in the public interest to register an osteopath, but in general will only register an osteopath under this category of registration for a limited time and/or for a limited scope of practice. Examples of when it might be in the public interest to register an osteopath include for an overseas expert osteopath to demonstrate or teach a procedure or participate in a workshop/seminar involving manipulation of the cervical spine.

### Scope of application

This standard applies to applicants who are not qualified for general registration (generally overseas qualified osteopaths) applying for limited registration in the public interest or for renewal of limited registration in the public interest. A practitioner registered under this category of limited registration will not be eligible to undertake independent private practice.

### Requirements for initial registration

All practitioners granted limited registration in the public interest must comply with the requirements for registration set out in this standard, including:

- 1 compliance with the requirements of section 65 of the National Law – Eligibility for limited registration and any other requirements or conditions that the Board deems necessary consistent with the National Law
- 2 qualifications in osteopathy which the Board determines are relevant and suitable for the purpose of limited registration in the public interest. The Board will require a desktop assessment of qualifications from the Australian and New Zealand Osteopathic Council if the qualifications are not already recognised by the Board
- 3 evidence of English language skills that meets the Board's English language skills registration standard
- 4 evidence of work practice history that meets the Board's recency of practice registration standard
- 5 confirmation that the applicant will meet the requirements of the Board's professional indemnity insurance registration standard

- 6 details of registration history, including certificates of good standing/registration status from each registration authority with which the applicant has been registered in the previous 10 years (supplied when possible directly to the Board from the relevant registration authority)
- 7 written confirmation and details (including dates and location) to support the requirement of limited registration in the public interest, including:
  - a. details of the employer/sponsoring organisation and/or sponsoring osteopath, including contact details, and
  - b. details of the position description and/or clinical activities that will be undertaken, including dates and locations and in the case of a demonstration or workshop, any organisation which is auspicing the demonstration or workshop
- 8 when registration is required for more than one month, details of a supervision plan approved by the Board explaining how supervision will be provided to ensure the osteopath's safe practice and details of the registered osteopath nominated as the supervisor
- 9 when the position involves practise on members of the public, rather than demonstrations or participation in a course, agreement to practise only under the supervision of a nominated registered osteopath approved by the Board and written confirmation from the proposed supervisor that they agree to provide supervision and to comply with reporting requirements
- 10 where the proposed period of registration is longer than three months, details of a Continuing Professional Development plan covering the Board's CPD requirements on a pro-rata basis
- 11 reasons why it is in the public interest to register the practitioner
- 12 satisfactory completion of a criminal history check that meets the Board's criminal history registration standard, and
- 13 any other information the Board requires under section 70 to determine whether the practitioner is a suitable person to hold limited registration.

### **Requirements on limited registration in the public interest**

Registrants with limited registration in the public interest are required to:

- comply with any supervision plan approved by the Board
- ensure that supervisors provide regular reports about the registrant's safety and competence to practice
- perform satisfactorily in the position or clinical activities specified in their application and
- restrict their practice to the position or clinical activities specified in their application.

If a practitioner with limited registration in the public interest does not maintain their employment or engagement in the clinical activities specified in their application, they are unable to comply with the requirements on their practices and will no longer be registered to practice osteopathy.

An osteopath registered under this category of limited registration in the public interest is **not** able to undertake independent private practice.

### ***Period of limited registration***

Limited registration in the public interest is a short term category of registration and therefore will be granted generally for a period of one month unless there are special circumstances to require limited registration for up to but not exceeding three (3) months.

These requirements are established under this registration standard to ensure safe and competent practice for the period of limited registration.

## Renewal of limited registration

Given the short-term nature of limited registration in the public interest, it is unlikely that renewal of registration will be necessary. If the public interest circumstances continue and the practitioner makes an application for renewal of registration, they must be able to demonstrate:

- a. an ongoing public interest to register the practitioner
- b. compliance with any conditions or requirements on registration
- c. satisfactory performance in the position and
- d. any additional investigation, information, examination or assessment required by the Board consistent with section 80 of the National Law.

As provided in section 72(3) of the National Law, limited registration may not be renewed more than three times.

## Refusal to renew

The Board may refuse to renew the practitioner's registration if:

- a. it is no longer in the public interest to register the practitioner or
- b. the practitioner's employment/sponsorship ceases or is terminated or
- c. the practitioner fails to comply with any supervision requirements or
- d. during any assessment or supervision, deficiencies are identified in the practitioner's practice that the Board considers significant.

## Application for variation in changed circumstances

If a practitioner's circumstances change substantially, they must submit a new application for limited registration. However, practitioners can apply to the Board for a variation if there is a minor change to their circumstances, such as a change in their supervisor.

When making an application for a variation, the Board requires details of the change of circumstances from the sponsoring employer/sponsor and confirmation from the registrant that they agree to the change in circumstances. Supporting documentation must be submitted.

If the Board considers that the variation is significant, it will require the registrant to submit a new application.

## Notation on the register

Osteopaths granted limited registration in the public interest should note that the registration is granted for a particular purpose and for a limited time. The terms of the limited registration will be published as a notation on the register of osteopaths and any practice outside those terms is not permitted.

## Definitions

**Practice** means any role, whether remunerated or not, in which the individual uses his or her skills and knowledge as an osteopath. For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes working in a direct nonclinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession and/or use an osteopath's professional skills.

Note: This definition of practice will soon be the subject of a separate consultation process common to the 10 National Boards. Any change to the definition of practice agreed to by the National Board will be reflected in this draft registration standard.

## Application

- Applicants for registration under section 68 of the National Law must make a written application to the Board using the limited registration in the public interest application form, together with supporting documents.
- The Board may request any additional details necessary in order to consider the application for registration.

## Review

This standard will begin on (to be determined). The Board will review this standard at least every three years.

# Registration Standard: Limited Registration for postgraduate training or supervised practice

---

## Authority

This standard has been developed by the Osteopathy Board of Australia (the Board) under section 68 of the *Health Practitioner Regulation National Law Act 2009* (the National Law) as adopted in each state and territory and in accordance with section 38(2) of the National Law.

## Summary of the registration standard

The Board has developed this standard to set out the requirements that an osteopath must meet to be granted limited registration for postgraduate training or supervised practice, under section 68 of the National Law. This standard applies to osteopaths with international or other qualifications who do not qualify for general registration under the National Law.

The standard sets out the initial and ongoing requirements of limited registration for postgraduate training or supervised practice, including requirements for supervised practice.

## Scope of application

This standard applies to applicants who are not qualified for general registration (generally overseas qualified osteopaths) applying for limited registration for postgraduate training or supervised practice or for renewal of limited registration for postgraduate training or supervised practice.

## Requirements for initial registration

### 1. Limited registration for postgraduate training or supervised practice

The Board may grant limited registration:

- to undertake postgraduate training in osteopathy or
- for supervised practice, including pending undertaking the clinical component of the Australian and New Zealand Osteopathic Council (ANZOC) Assessment Process or
- to undertake the clinical component of the ANZOC Assessment.

The requirements of the Board for limited registration for postgraduate training or supervised practice are:

1. compliance with the requirements of section 65 of the National Law– *Eligibility for limited registration*
2. osteopathy qualifications which are determined by the Board to be relevant and suitable for the postgraduate training or supervised practice position. The Board will require evidence of a desktop assessment from the Australian and New Zealand Osteopathic Council
3. evidence of English language skills that meets the Board's English language skills registration standard
4. evidence of work practice history that meets the Board's recency of practice registration standard
5. details of registration history, including certificates of good standing/registration status from each registration authority with which the applicant has been registered in the previous 10 years (supplied when possible directly to the Board from the relevant registration authority).
6. In the case of applicants for supervised practice, written confirmation and detail of the:
  - a. sponsoring employer, including contact details
  - b. position description, including clinical responsibilities and qualifications and experience required

- c. name, qualifications and contact details of the proposed clinical supervisor
  - d. supervision plan prepared in accordance with any requirements specified by the Board and
  - e. details of a Continuing Professional Development plan covering the Board's CPD requirements (set out in the Board's Continuing Professional Development registration standard on a pro-rata basis for the period of registration)
7. Where the application is for limited registration for supervised practice, written confirmation from the proposed supervisor that they agree to provide supervision and to comply with the Board's requirements for supervision
  8. Satisfactory completion of a criminal history check that meets the Board's criminal history registration standard
  9. Confirmation that the applicant will meet the requirements of the Board's professional indemnity insurance registration standard, where practising on members of the public and
  10. Any other information the Board requires under section 70 to determine whether the practitioner is a suitable person to hold limited registration.

## Specific requirements

### 2. Postgraduate Training

- 1.1 The individual must be enrolled in an Australian postgraduate osteopathy program of study.
- 1.2 Limited registration for post graduate training can be granted for up to 12 months.
- 1.3 Renewal can be granted up to the end date of a program of study where the period of the program is greater than 12 months.
- 1.4 The Board may also renew registration when the program provider indicates that a supplementary study period or repeat examination is required.
- 1.5 The education provider must assure the Board that all practice undertaken as part of the course's clinical training program will be supervised.
- 1.6 Limited registration for postgraduate training does not allow registrants to practise in any capacity outside their clinical training program.

### 3. The ANZOC Clinical Examination

- 1.1 Limited registration may be granted by the Board to enable an osteopath to prepare for and undertake the ANZOC Clinical Examination. Not all candidates will seek or require limited registration for supervised practice. Candidates who do not wish to practise pending the ANZOC Clinical Assessment for example, to assist them to prepare for the assessment, will only need to apply for limited registration to undertake the ANZOC Clinical Assessment.

#### *Supervised practice, including pending the ANZOC exam*

- 1.2 Applicants for limited registration pending the ANZOC practical examination need to provide evidence that they have passed the ANZOC desktop assessment and are undertaking the remaining stages of the ANZOC assessment.
- 1.3 Limited registration granted pending the clinical part of the ANZOC Assessment Process will be no longer than the period from application until the next scheduled ANZOC Clinical Assessment. Details of the timing of the next scheduled ANZOC Clinical Assessment must be provided with the application for limited registration.
- 1.4 Practice in preparation for the ANZOC Clinical Assessment must be supervised by an osteopath with general registration without conditions.
- 1.5 Details of the proposed dates, location of practice and the supervisor(s) must be provided to the Board with the application.



### *Undertaking the ANZOC Clinical Assessment*

- 1.6 If an applicant does not require limited registration for supervised practice, the duration of limited registration will only be for the period necessary to undertake the ANZOC Assessment.
- 1.7 The applicant will be required to provide evidence of:
  - 1.7.1 Passing the ANZOC desktop assessment and written exam
  - 1.7.2 The date of the next scheduled ANZOC practical examination
  - 1.7.3 Details of a registered osteopath who will be responsible for overseeing the candidate's practice during the exam
- 1.8 Candidates who have provided ANZOC with any of the following documentation as part of their application to sit the ANZOC clinical examination, will not need to provide the documents again to the Board with their application for limited registration to sit the exam:
  - 1.8.1 Qualifications
  - 1.8.2 Evidence of good standing or registration status from every overseas jurisdiction where they have been registered
  - 1.8.3 Evidence of professional experience and practice history

### **Requirements on limited registration for postgraduate training or supervised practice**

An applicant for limited registration for postgraduate training or supervised practice must:

- agree to practise only in the supervised position or in the context of their postgraduate course as specified in their application
- comply with the supervision plan approved by the Board
- comply with any CPD plan approved by the Board
- ensure that supervisors provide regular reports to the Board about the registrant's safety and competence to practise as set out in the Board's *Guidelines for Roles and Responsibilities of the Supervisor and requirements of a Supervision Plan and Supervision Report*
- perform satisfactorily in the postgraduate training or supervised practice position specified in their application
- restrict their practise to the postgraduate training or supervised practice position specified in their application

If a practitioner with limited registration does not maintain their enrolment in their postgraduate course or employment in their supervised practice position, they can no longer maintain their registration or practise osteopathy as they no longer comply with the Board's registration requirements.

An osteopath registered under this category of limited registration in the public interest is **not** able to undertake independent private practice.

### **5 Renewal of limited registration**

Renewal of limited registration for postgraduate training or supervised practice will be subject to the practitioner meeting the following requirements:

- a. completion of an annual renewal form and annual statement as required by the National Law
- b. demonstrated compliance with any conditions or requirements on registration
- c. satisfactory performance in the relevant position and

- d. any additional investigation, information, examination or assessment required by the Board consistent with section 80 of the National Law.

Limited registration for postgraduate training is granted for a period of no more than 12 months, and for a lesser period when specified in this standard. Limited registration may not be renewed more than three (3) times (as set out by section 72 of the National Law). Although a new application for limited registration can be made, the nature of this type of registration means that it may not be appropriate to renew it, e.g. limited registration to sit or prepare for the ANZOC exam.

### Refusal to renew

In addition to the provisions of the National Law, the Board may refuse to renew the practitioner's registration if:

- the practitioner's employment ceases or is terminated or the practitioner is no longer enrolled in postgraduate study or
- the practitioner fails to comply with supervision requirements or
- the practitioner fails to comply with their training plan or
- the practitioner cannot demonstrate compliance with any conditions or requirements on the limited registration or
- during assessment or supervision, deficiencies are identified in the practitioner's performance that the Board considers are significant or
- the practitioner has not met any other requirements of the Board.

### Applications for variation in changed circumstances

If a practitioner has a significant change in circumstances, such as a change from the training plan or a change in a supervised practice position, they must submit a new application for limited registration. However, practitioners can apply to the Board for a variation if there is a minor change to their circumstances, such as a change in supervisor.

When making an application for a variation, the Board requires details of the change of circumstances from the sponsoring employer and confirmation from the osteopath and their supervisor that he or she agrees to the change in circumstances. Supporting documentation of the change must be submitted.

If the Board considers that the variation is significant, it will require the registrant to submit a new application.

### Definitions

**Practice** means any role, whether remunerated or not, in which the individual uses his or her skills and knowledge as an osteopath. For the purposes of this registration standard, practice is not restricted to the provision of direct clinical care. It also includes working in a direct nonclinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on safe, effective delivery of services in the profession and/or use an osteopath's professional skills.

Note: The 10 National Boards are expected to consider advice about this definition shortly. Any change to the definition of practice that may be agreed to by the National Board will be reflected in this draft registration standard.

### Review

This standard will commence on (to be determined). The Board will review this standard at least every three years.

# Guidelines for supervised practice

---

## Introduction

These Guidelines have been developed by the Osteopathy Board of Australia ('the Board') under section 39 of the *Health Practitioner Regulation National Law Act 2009* (the National Law) as adopted in each state and territory.

The Board's proposed registration standard for limited registration for supervised practice requires the limited registrant to have a supervisor. The guidelines establish the requirements of the Board in relation to a supervisor, supervision plans and supervision reports. The Guidelines provide further detail in relation to the roles and responsibilities of the supervisor and the requirements of a supervision plan and supervision report.

The purpose of supervised practice is to ensure that:

- (a) the Limited registrant's performance is evaluated and monitored
- (b) the Limited registrant demonstrates that she or he can practise the profession safely and competently and
- (c) the Limited registrant develops skills that enable them to operate within the Australian health care system.

## Who needs to use these guidelines?

This policy applies to practitioners with limited registration who have a supervisor and to **supervisors of** practitioners with limited registration who are required to provide supervision plans and reports to the Board.

This policy does **not** apply to the broader supervision requirements of osteopaths. Osteopaths with general registration are able to supervise the practice of other osteopaths or student osteopaths which is within their scope of practice.

## Summary of guidelines

The Board has developed this Interim Policy to set out:

1. the requirements of a supervisor
2. the requirements of a supervision plan and
3. the requirements of a supervision report.

### 1. Supervisor

The nominated supervisor must have a minimum of **five (5) years** experience and **must** have current registration as an osteopath in Australia with no conditions or restrictions.

Supervisors must ensure that the practitioner with limited registration, who has not practised in an Australian health care setting, is provided with a Practice Induction/Orientation program which includes an overview of the health system in Australia, an introduction to professional standards, information on cultural differences and practice policies and procedures. This could be in the form of a commercial course, or, if a course is not available or accessible, could be provided by the supervisor who should document the material covered in the orientation and include a summary in the first supervisor's report.

The supervisor should be a person who has consented to act as a supervisor and must be listed on the original application form for Limited registration (unless the Board has been advised in writing and agreed to a change in supervisor during the course of the employment). The supervisor should be able to comply with the requirements of the supervision required. The relationship between supervisor and registrant must be professional. Therefore the Board will not approve a supervisor to supervise someone who is a close relative or friend or when there is another potential conflict of interest that could impede objectivity and/or

interfere with the practitioner with limited registration's achievements of learning outcomes or relevant experience. Supervisors should not themselves be subject to supervisory arrangements.

The supervisor must take reasonable steps to ensure that the registrant is practising safely by such measures as direct observation, individual case review, periodic performance review and remediation of identified problems or other techniques that are relevant to the limited registration category.

#### **Requirements for supervisor to notify the Board**

The supervisor must notify the Board immediately if they have concerns about the registrant's clinical performance, health or non-compliance with conditions or undertakings. The supervisor must ensure that the registrant is practising in accordance with the approved work arrangements and must notify the Board of non-compliance with, or of any proposed changes to, those arrangements.

The Board must be notified if the supervisor is no longer able to provide the level of supervision that is required. A notification to the Board is not required if the supervisor takes temporary leave from their supervising role for a period of up to one month. However, the nominated supervisor must arrange for another general registrant to supervise while the nominated supervisor is on leave who has a minimum of **five (5) years** experience and **must** have current registration as an osteopath in Australia with no conditions or restrictions.

## **2. Supervision plan**

The supervision plan must detail the type and amount of supervision the supervisor will provide to the applicant for limited registration (it needs to be submitted with the application for limited registration). It should reflect a balance between the applicant's current level of training, competence and scope of practice and the supervised practice role.

(A sample template for this Plan is provided at Attachment A.)

## **3. Supervision report**

The Supervision Report is the three monthly report provided to the Board. The Supervision Report should provide detail against the requirements of the supervision plan and reflect whether or not the elements of the supervision plan are being achieved and if not, the measures implemented to address those elements not achieved.

(A sample template for this Report is provided at Attachment A.)

## Supervision Plan and Supervision Report for Limited Registration

---

### Introduction

#### Who needs to provide supervision plans and reports and when do they need to be provided?

The table below summarises the supervision planning and reporting requirements for the various types of limited registration categories.

**Table: Overview of supervision requirements for categories of Limited registration**

No	Section of the National Law	Type of Limited Registration	Requirements for Supervision		
			Plan	Report	Report Frequency
1.	66	To undertake supervised practice	✓	✓	3 monthly
2.	66	To sit an <b>examination</b>	x	x	N/A

### Purpose of the Supervision Plan and Report

Supervision should be an interactive process between the registrant and the supervisor. The supervisor should monitor and oversee the registrant and give direct feedback and instructive critique to assist them. The evaluation process should be:

- **clear:** supervisor needs to be clear and honest about the message being delivered
- **regular:** feedback should be given at each supervision session
- **balanced:** a balance of negative and positive feedback should be given
- **specific:** generalised feedback is difficult to learn from.

The Osteopathy Board of Australia (the Board) has established its *Interim Policy on Supervision* to provide guidance to practitioners about what it expects of both the supervisor and the registrant being supervised. The primary reason for requiring supervision in these situations is to ensure that the registrant practises safely.

The supervisor is responsible for ensuring that the registrant's work or training is conducted in accordance with the Board-approved supervision plan.

Supervisors have an ethical responsibility to monitor the quality of osteopathic care that is being delivered by the registrant.

### The Supervision Plan

When preparing the supervision plan, the requirements of the Board's *Interim Policy on Supervision* and these planning and reporting templates should be reviewed to ensure the supervisor and registrant are clear about the required documentation, the expectations of both parties and the Board's reporting requirements. The following matters are relevant in planning the supervision:

- availability of the supervisor
- expectations, rights and responsibilities of both parties

- reporting arrangements including those outside the requirements of the supervised practice program; for example, at the workplace
- processes for feedback
- objectives to be achieved during the supervision period and how these will be achieved
- method of supervision
- scope of supervision
- frequency of supervision.

The specific details of the supervision arrangement will vary depending on the nature and purpose of the limited registration as well as the experience and employment history of both the supervisor and the registrant.

The Board's expectation is that the supervisor and registrant meet regularly to monitor practice performance including workload and any significant clinical issues. The extent of the supervision may vary over time as the registrant becomes more confident. The supervisor ensures that:

- the practice of the registrant is consistent with acceptable standards
- there are mechanisms in place to ensure that the registrant is practising at a safe standard
- the treatment provided and treatment outcomes are reviewed, e.g. via random audit of patients which also verifies that the scope of routine osteopathy practice has been undertaken.

The registrant takes responsibility for individual patient care. The supervisor maintains an indirect responsibility for the patient by ensuring that appropriate safeguards are in place for monitoring performance and referral as required.

### **The Supervision Report**

The Board expects the supervision reports to identify any issues that the supervisor believes the Board should be aware of, as they impact on the ability of the registrant to practise safely.

In the supervision report, the supervisor reports on how the supervision plan has been implemented, highlighting when necessary any shortfalls or issues with the implementation and the proposals to address and rectify any problems. A supervision report includes a clear evaluation of the registrant's work performance, progress and plans for his or her future development.

It is expected that the supervision arrangements will be reviewed and may need to be changed during the period of supervision.

### **Monitoring**

The Board will review the supervision plans and reports submitted and may require additional information from the supervisor or the registrant.

The Board will rely on supervisors to assess the needs of the registrant and put in place the appropriate level and type of supervision within the parameters outlined here and in its *Interim Policy on supervision*.

## TEMPLATE Supervision Plan

### SECTION A. DETAILS OF REGISTRANT

Full Name	
Registration Number (if known)	
Date of Birth	

### SECTION B. DETAILS OF SUPERVISOR

Full Name	
Registration Number	
Date of Birth	
Job Title	
Description of supervisor's role in organisation that is employing or training registrant	

### SECTION C. DETAILS OF EMPLOYMENT / POSTGRADUATE TRAINING / PUBLIC INTEREST ROLE / TEACHING POSITION / RESEARCH POSITION

What category of Limited registration is being sought? [*Please tick relevant category*]

- Supervised practice

Describe the **location, duration and nature** of the registrant's supervised practice role:

Location	
Duration	
Description of supervised practice/employment role	

### SECTION D. DETAILS OF SUPERVISION ARRANGEMENT

Describe the type of supervision that is being proposed for the registrant (include the nature, extent, amount, method and type of supervision to be provided)

---

---

---

---

---



---



---



---



---



---



---



---

**SECTION E. UNDERTAKINGS**

In signing this plan, the **supervisor** undertakes:

- to carry out the supervision in the manner set out here
- to take reasonable steps to ensure the registrant is practising safely and is not placing the public at risk
- to observe the registrant’s work, conduct case reviews, periodically conduct performance reviews or other supervision activities as described in the plan or identified as required during the period of supervision and address any problems that are identified
- to notify the Board immediately if she or he has any concerns about the registrant’s clinical performance, health or failure to comply with the requirements of the terms of the limited registration
- to inform the Board if she or he is no longer able to undertake the role of the registrant’s supervisor
- to provide supervision reports to the Board at **3 monthly** intervals

**Supervisor**

Name	
Signature	
Date	/ /

In signing this plan, the limited **registrant** undertakes:

- to practise osteopathy in accordance with the supervision requirements set out here
- to take reasonable steps to ensure she or he is practising safely by such measures as seeking assistance from other practitioners, cooperating in individual case reviews, periodic performance reviews with the supervisor and seeking remediation of identified problems
- to seek assistance if she or he has concerns about her or his own health, clinical performance or compliance with any conditions or undertakings
- to practise in accordance with the approved work arrangement
- to notify the Board immediately if she or he has concerns about the terms of the supervision arrangement
- to ensure that supervision reports are provided to the Board at **3 monthly** intervals (including at renewal)

---



**Registrant**

Name	
Signature	
Date	/ /

**Notes:**

- If the Board identifies that the supervisory arrangements have not been complied with, it will take appropriate action which may include cancelling or refusing to renew registration.
- The supervisor is to complete this report.

**SECTION A. DETAILS OF REGISTRANT**

Full Name	
Division of Registration	
Registration Number	

**SECTION B. DETAILS OF SUPERVISOR**

Full Name	
Division of Registration	
Registration Number	

**What type of Limited registration does the registrant have? [Please tick relevant category]**

- Supervised practice**

**SECTION C. DETAILS OF SUPERVISION ARRANGEMENT**

**1. Is this the first supervision report for the registrant?**

- Yes** - Go to Question 2  
 **No** - Go to Question 3

**2. When did the registrant complete the orientation program?**

*Note: Limited registrants must undertake an induction or orientation program which includes an overview of the health system in Australia, an introduction to professional standards, information on cultural differences and practice policies and procedures.*

...../...../.....  
          day          month          year

**3. When was the last supervision report for the registrant provided to the Board?**

...../...../.....  
          day          month          year

**4. Have the supervision requirements for the registrant changed since the last report? (i.e. have there been any changes to the approved plan within the agreed scope)**

Yes

No

**If yes, provide details**

---

---

---

---

---

---

---

---

**5. Has the location of the registrant's practice changed since the last report?**

Yes

No

**If yes, provide details**

---

---

---

---

**6. Has the nature of the registrant's work or role for which supervision is being provided changed since the last report?**

Yes

No

**If yes, provide details**

---

---

---

---

---

---

---

---

**7. What is the plan for supervision of the registrant in the coming 3 or 12 months?**

---

**Provide details**

---

---

---

---

---

---

---

---

**8. Has the registrant's performance in the period since the last report been satisfactory?**

- Yes**
- No**

If **Yes**, describe how the registrant's performance has been evaluated and the key outcomes of that assessment

---

---

---

---

---

---

---

---

If **No**,

- a) describe how the registrant's performance has been evaluated and the key outcomes of that assessment (include an outline of the ways in which the registrant's performance has not been of a satisfactory standard)

---

---

---

---

---

---

---

---

- b) outline what actions you and the registrant plan to take to address any shortfalls in knowledge, skills, attitudes and behaviours that have been identified

---

---

---

---

---

---

---

---

---

---

**Supervisor**

Name	
Signature	
Date	/ /