



Consultation document

9 June 2011

Draft Supervision Guidelines

Summary

This consultation paper seeks feedback on a revised Supervision Guidelines.

The draft Supervision Guidelines set out the requirements that would apply to physiotherapists seeking limited registration or where supervision is a requirement for registration. Following public consultation, the Board will finalise the Supervision Guidelines, taking into account the consultation comments, implement the guidelines through its delegated authorities and publish the documents on its website (www.physiotherapyboard.gov.au).

Background

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

Registration standards and guidelines

Section 38 of the National Law empowers the Board to develop, and recommend to the Ministerial Council, registration standards about issues relevant to the eligibility of individuals for registration in the profession or the suitability of individuals to competently and safely practise the profession.

The Board has developed and consulted on a range of registration standards previously that have now been approved by the Ministerial Council. The approved standards can be accessed at www.physiotherapyboard.gov.au.

In this instance, the Board has reviewed its previously published Supervision Guidelines. Those documents remain in force until the completion of the consultation process.

The National Law requires the Board to undertake wide-ranging consultation on such proposals. Interested parties are invited to make written submissions on this proposal. A link to the National Law is available at www.ahpra.gov.au.

Submissions on the content of this consultation paper will be accepted up until close of business on Monday, 1 August, 2011. You can provide comments on this proposal in electronic form to chair@physiotherapy.gov.au; or in hardcopy to The Executive Officer, Physiotherapy Board of Australia, GPO Box 9958, Melbourne Vic 3001.

Your submission will be published on the Board's website unless you request otherwise.

Consultation draft: Supervision guidelines

[MinCo Reg Std Approval Date]

Supervision guidelines

Introduction

These guidelines on supervision have been developed by the Physiotherapy Board of Australia (the Board) under Section 39 of the *Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory.

The guidelines provide direction about the interpretation of the provisions of the National Law that relate to supervision including sections 35, 52, 57, 62, 65, 66, 68, 69, 82, 83, 99, 178, 191, 196, 271 and 303.

The relevant sections of the National Law are set out in **Appendix 1**.

Guidelines approved by a National Board may be used as evidence of what constitutes appropriate professional conduct or practice for physiotherapy in proceedings under the National Law, or a law of a co-regulatory jurisdiction, against a health practitioner.

The scope of these guidelines is not intended to cover:

- supervision of students and therapy assistants
- mentoring of new graduates or more junior physiotherapists or
- performance review responsibilities of managers.

A number of the registration standards on limited registration for physiotherapists require the limited registrant to have a supervisor and, in addition, supervisors of limited registrants are required to provide supervision plans and reports to the Board. The registration standards on limited registration establish the requirements of the Board in relation to a supervisor, supervision plans and supervision reports. These guidelines provide further detail in relation to the requirements of the registration standards on limited registration, the roles and responsibilities of the supervisor and the requirements of a supervision plan and supervision report.

When a physiotherapist seeks to return to practice after an absence of five (5) years or more, and if registration is granted, the Board may require the physiotherapist to include a period of supervised practice.

Supervisory requirements may also be imposed for registrants whose registration has been reviewed due to a health or professional conduct matter.

When supervisory arrangements are put in place, the supervisor and the supervisee are accountable to the Board for fulfilling their respective responsibilities and non-compliance with these guidelines may result in action by the Board. At the end of the period of registration granted with supervision requirements, and after considering the work performance report(s) in accordance with the supervision plan provided by the supervisor(s), the Board will determine whether the physiotherapist is suitable for ongoing registration.

Supervision in the context of these guidelines involves a physiotherapist with general registration who meets the criteria for assessing, preparing and submitting for approval a detailed supervision plan and monitoring and reporting to the Board about the performance of the physiotherapist being supervised.

Who needs to use these guidelines?

These guidelines apply to all physiotherapists registered in any category.

They are relevant to:

- registered physiotherapists supervising other physiotherapists with limited registration or registration with conditions
- physiotherapists under supervision holding or seeking limited registration, including overseas graduates
- physiotherapists under supervision with conditions on registration due to conduct, performance or health issues and/or
- physiotherapists under supervision who are returning to practice after an absence of five years or more.

Physiotherapists who are seeking limited registration only for the purposes of sitting the clinical part of the APC examination are not required to fulfil the supervision requirements as set out in these guidelines. Similarly, those applicants for limited registration for postgraduate training where the individual is enrolled in an Australian postgraduate physiotherapy program of study and will be actively studying full-time or part-time will be appropriately supervised by the training program and so do not need to fulfil the requirements of these guidelines. If, however, such an applicant for limited registration for postgraduate training seeks to work outside the postgraduate physiotherapy program of study, and meets the requirements as set out in the Board's *Limited registration guidelines*, these supervision requirements must be adhered to. See **Appendix 2** for a table regarding which applicants for registration must adhere to these Supervision guidelines.

Summary of guidelines

Physiotherapy patients, clients and consumers have the right to expect delivery of safe, competent and contemporary services where care is provided under supervisory arrangements.

Physiotherapists with limited registration or conditions on registration may be required to work under supervision to bring their level of competence to that required for general registration or because a conduct, performance or health issue has been assessed as impacting on practice.

These guidelines set out the purpose and scope of supervision in these circumstances and the respective roles and responsibilities of supervisors and supervisees. The guidelines also provide procedures to be followed by supervisors and supervisees.

Purpose of supervision

The purpose of supervision in the context of these guidelines is to assess, monitor and support physiotherapists to progressively develop competencies required for general registration or registration without conditions during a period of restricted practice and, at the same time, ensure delivery of safe and effective professional services.

Supervision aims to improve outcomes for patients, clients and consumers by assisting the supervisee to:

- better understand issues associated with clinical practice
- attain new insights and perspectives
- develop knowledge and skills
- gain greater experience and competence
- provide care that is safe and
- develop a culture of continuous learning and quality improvement.

Part of the purpose of supervision must be an introduction to the Australian healthcare system and this must be embedded in individual supervision plans.

For physiotherapists with conditions on registration requiring supervision, part of the purpose of supervision is to address issues leading to the imposition of conditions and this must be embedded in individual supervision plans. Conditions may relate to conduct, performance or health matters that impact on practice. Conditions requiring supervision may also apply to physiotherapists returning to practice after a prolonged period of absence.

The minimum level of competence expected at the end of the period of supervision is that of an entry-level practitioner capable of complying with professional standards as set out in the Australian Physiotherapy Council document, *Australian Standards for Physiotherapy* (www.physiocouncil.com.au). This document provides a benchmark for the knowledge, skills and attributes of a safe and effective entry-level physiotherapist.

Scope of supervision

Supervisory arrangements that come within the scope of these guidelines are specifically to assist supervisees to develop competencies required for general registration and ensure safe practice. This involves responsibilities and accountabilities that are distinct from staff management responsibilities or mentoring arrangements.

The Board will not normally approve any practitioner to have direct supervisory responsibility for more than four supervisees. Any prospective supervisors who are proposing to supervise four or more supervisees must provide a proposal to the Board about how they will provide supervision to each supervisee.

Supervision levels

The levels of supervision are designed to ensure that the practice of the supervisee is safe. These are the minimum requirements.

Until the Supervision Plan is approved by the Board, the supervisor takes direct responsibility for individual patients according to **Supervision level 1**, described in these guidelines.

In deciding the level of supervision that is necessary, the Board will take into consideration a range of factors that include:

- the qualifications, training and experience of the supervisee
- the specific position that the supervisee has been offered, including the level of risk of the position

- the context of the practice
- the supports available
- any requirements imposed by a panel or a tribunal, or any undertakings or conditions and
- supervision reports, plans and log sheets.

The supervisor is required to submit an assessment of the supervisee's performance in the form of a Supervision Plan at the completion of the first month of the supervisee's employment and nominate a level of supervision at which they propose to supervise, based on the assessment of the supervisee. A template for the Supervision Plan is provided at **Attachment B**.

Level 1 Supervision

The supervisor takes direct and principal responsibility for individual patients.

- The supervisor must be physically present at the workplace at all times when the supervisee is providing clinical care.
- The supervisee must consult their supervisor about the management of all patients.
- Supervision via telephone contact is not permitted.

Level 2 Supervision

The supervisor shares with the supervisee responsibility for individual patients. The supervisor is responsible for ensuring that the level of responsibility that the supervisee is allowed to take for patient management is based on the supervisor's assessment of the supervisee's knowledge and competence as detailed in the Supervision Plan.

- The supervisee must inform their supervisor at agreed intervals about the management of individual patients.
- If the approved supervisor is absent from physiotherapy practice, the secondary supervisor must provide oversight.
- Supervision must be primarily in person. Where the supervisor is not physically present, they must always be accessible by telephone.

Level 3 Supervision

The supervisee takes primary responsibility for individual patients.

- The supervisor must ensure that there are mechanisms in place for monitoring whether the physiotherapist is practising safely.
- The physiotherapist is permitted to work alone, provided the supervisor is contactable by telephone.

- c) The physiotherapist can provide on-call and after hours services.

Level 4 Supervision

The supervisee takes substantial responsibility for individual patients.

- a) The supervisor must oversee the physiotherapist's practice.
- b) The supervisor must be available for consultation if the physiotherapist requires assistance.
- c) The supervisor must conduct a periodic review of the physiotherapist's practice, according to the supervision procedures described in these guidelines.

Reports must be in a format approved by the Physiotherapy Board of Australia (refer to Forms A-F).

Procedure for supervisors and supervisees

This procedure has been developed to assist those who wish to apply to become supervisors of those who are applying for limited registration or when supervision is a condition of registration.

The *Assessment of Physiotherapy Practice Instrument* (Dalton M, Keating J, Davidson M 2009), must be used as a tool for supervision purposes. Prospective supervisors are referred to the *Assessment of Physiotherapy Practice Instrument* available via the Australian Learning and Teaching Council at <http://www.altc.edu.au/resource-app-clinical-educator-resource-manual-griffith-2009>.

Both supervisors and supervisees are referred to the *Supervision Flowchart* for diagrammatic representation of the procedure. These flowcharts are published at the Board's website at www.physiotherapyboard.gov.au under *Codes and guidelines*.

1. When supervision is a requirement of registration, a supervision agreement must be prepared by the prospective supervisor and then presented to the Board for consideration along with the application made by the physiotherapist for registration (Form A).

Documentation that must be provided with the initial application for limited registration or where supervision is a requirement for registration (as per table at **Appendix 2**) includes:

- completed and signed Form A – contact details of supervisee, supervisor and secondary supervisor, and signed supervisor undertaking and
 - completed and signed **Form B** – supervisee undertaking.
2. Within the first month of the supervision period, a supervision plan must be developed according to the *Assessment of Physiotherapy Practice Instrument* (Dalton M, Keating J, Davidson M 2009), described above and submitted to the Board for approval (**Form C**).

Until the Supervision Plan is approved by the Board, the supervisor takes direct responsibility for individual patients according to **Supervision Level 1**, described in these guidelines.

3. Reassessment of competency must occur at least monthly (or as otherwise approved by the Board) and noted on the *Progress chart* (**Form D**). The plan for supervision should then be

updated accordingly, and noted on Supervision Plan Updates (**Form E**). Both supervisor and the supervisee are required to sign the updated supervision plan once it has been formulated. Progress reports on competency and updated supervision plans must be provided to the Board for review and approval every three months, or as otherwise approved by the Board.

4. The supervisor must check and co-sign a log, as kept by the individual being supervised, which documents physiotherapy practice (**Form F** - Record of practice and supervision). Form F must provide details of:
 - date and duration of physiotherapy practice each week
 - description of activities undertaken and
 - nature of supervision provided during the period of practice.

This record must be submitted to the Board every three months, along with progress reports on competency and updated supervision plans.

5. In the event that the primary supervisor is no longer able to discharge his or her duties as supervisor, the secondary supervisor becomes the primary supervisor and the registrant must notify the Board in writing within seven (7) calendar days.
6. If the secondary supervisor is unable to become the primary supervisor, or in the event of an unexpected need to change supervisors (other than to the secondary supervisor), the following applies:

The proposed new supervisor will understand that the person being supervised must:

- notify the Board in writing of intent to change supervisors no less than seven (7) calendar days before the proposed date of change or seven (7) calendar days before recommencing supervised practice (if a supervisor is suddenly unavailable such as due to illness) – practice must cease immediately a supervisor becomes unavailable and a backup supervisor is not available
- notify the Board of the name and contact details of the proposed new supervisor and
- forward copies to the proposed new supervisor of:
 - assessment of competence (**Form C**)
 - previous supervisor undertakings (**Form A**)
 - reassessments and reviews (**Forms D and E**) and
 - records of practice and supervision (**Form F**).

When a secondary supervisor is unavailable, practice must cease, and the supervisee must start the supervision process from the beginning.

Responsibilities of supervisors

Registered physiotherapists supervising other physiotherapists must:

1. take responsibility for the interventions carried out by others working under their instruction or direction, as well as their own interventions; there are varying levels of responsibilities according to the designated supervision level (1-4)
2. understand their legal and professional responsibilities and act accordingly
3. understand the significance of supervision as a professional undertaking and commit to this role
4. disclose any potential conflict of interest, such as a personal relationship
5. understand that the responsibility for determining the level of supervision required must be informed by the supervisor's assessment of the person to be supervised and act accordingly
6. ensure that supervisees:
 - i) understand their legal responsibilities and constraints within which they must operate
 - ii) follow the ethical principles that apply to physiotherapy practice and
 - iii) ensure that supervisees act in accordance with directions of the supervisor
7. only delegate tasks that are appropriate to the role of those being supervised and are within the scope of training and capability of the individual
8. provide clear direction
9. be accountable to the Board and provide honest, accurate and responsible reports as required or at any time that a concern arises and
10. be experienced practitioners, usually with a minimum of five years' experience, and hold general registration.

Responsibilities of supervisees

Physiotherapists being supervised by a registered physiotherapist must:

1. inform the supervisor at the outset of their experience, needs, incidents relevant to their need for supervision and concerns
2. participate in assessments undertaken by the supervisor to assist in determining capabilities, needs and progress
3. familiarise themselves with legal and professional responsibilities and comply with these
4. familiarise themselves with safety policies and procedures and comply with these
5. follow directions and instruction from the supervisor and ask questions to clarify where necessary
6. advise the supervisor of any uncertainties and incidents during the period of supervision and

7. reflect on and respond to feedback.

References

Australian Standards for Physiotherapy, Australian Physiotherapy Council, July 2006.

The *Assessment of Physiotherapy Practice Instrument* (Dalton M, Keating J, Davidson M 2009), available via the Australian Learning and Teaching Council at <http://www.altc.edu.au/resource-app-clinical-educator-resource-manual-griffith-2009>

Definitions

Supervision is engagement of a physiotherapist with general registration in assessing, monitoring and reporting to the Physiotherapy Board of Australia about the performance of a physiotherapist with limited registration or registration with conditions.

Supervisor is a physiotherapist holding general registration who has undertaken to assess, monitor and report to the Physiotherapy Board of Australia about the performance of a physiotherapist with limited registration or registration with conditions.

Supervisee is a physiotherapist holding limited registration or registration with conditions, acting under the guidance and direction of a physiotherapist with general registration to gain the knowledge, skills and attributes required for safe and effective professional practice and competencies required for general registration.

Supervision Plan means a plan that sets out the level of supervision required and how the supervision is to occur based on the assessment undertaken by the supervisor of the supervisee.

Limited registration is a category of registration that enables a physiotherapist who is not qualified for general registration to undertake restricted practice under the guidance and direction of a physiotherapist who holds general registration. Conditions also apply to restrict duration and location of practice.

Limited registration may apply for:

1. postgraduate training or supervised practice – this provides for a physiotherapist not meeting general registration requirements to participate in a physiotherapy course or program or to undertake assessment or examination, such as the Australian Physiotherapy Council assessment process for overseas qualified physiotherapists
2. in the public interest – this provides for a physiotherapist not meeting general registration requirements to meet a specific need that would serve the public interest, such as assisting in the occurrence of a natural disaster or
3. for teaching and research – this provides for a physiotherapist not meeting general registration requirements to fill a teaching or research position where they are otherwise equipped to fulfill the role.

Date of issue: 1 July 2010

Date of review: These guidelines will be reviewed at least every three years

Last reviewed: June 2011

Appendix 1

Health Practitioners Regulation National Law Act as in force in each state and territory

General provisions

Division 3 Registration standards and codes and guidelines

39 Codes and guidelines

A National Board may develop and approve codes and guidelines—

- (a) to provide guidance to the health practitioners it registers; and
- (b) about other matters relevant to the exercise of its functions.

Example. A National Board may develop guidelines about the advertising of regulated health services by health practitioners registered by the Board or other persons for the purposes of section 133.

40 Consultation about registration standards, codes and guidelines

- (1) If a National Board develops a registration standard or a code or guideline, it must ensure there is wide-ranging consultation about its content.
- (2) A contravention of subsection (1) does not invalidate a registration standard, code or guideline.
- (3) The following must be published on a National Board's website—
 - (a) a registration standard developed by the Board and approved by the Ministerial Council;
 - (b) a code or guideline approved by the National Board.
- (4) An approved registration standard or a code or guideline takes effect—
 - (a) on the day it is published on the National Board's website; or
 - (b) if a later day is stated in the registration standard, code or guideline, on that day.

41 Use of registration standards, codes or guidelines in disciplinary proceedings

An approved registration standard for a health profession, or a code or guideline approved by a National Board, is admissible in proceedings under this Law or a law of a co-regulatory jurisdiction against a health practitioner registered by the Board as evidence of what constitutes appropriate professional conduct or practice for the health profession.

Specific provisions

Provisions of the National Law that refer to supervised practice are sections 35, 62, 66, 68, 69, 178, 191, 196 and 271.

Appendix 2

Who needs to use these guidelines?

No	Section of the Law	Type of Registration	Requirements for supervision		
			Plan	Report	Report Frequency
1.	66 Postgraduate Training	To undertake limited registration for postgraduate training	X	X	N/A
2.	66 Postgraduate Training or Supervised Practice	To undertake limited registration for postgraduate training and work outside training program	✓	✓	Plan @ 1 month, reports every 3 months, including Forms C, D and E and all forms A-F upon renewal
3.	66 Supervised Practice	Sought only to sit the clinical part of the APC examination	X	X	N/A
4.	66 Supervised Practice	To practise in order to prepare for the clinical part of the APC examination	✓	✓	Plan @ 1 month, reports every 3 months, including Forms C, D and E and all forms A-F upon renewal
5.	67 Area of Need	This category of registration is not relevant to physiotherapy	X	X	N/A
6.	68 Public Interest	Limited registration in the public interest	✓	✓	Plan @ 1 month, reports every 3 months, including Forms C, D and E and all forms A-F upon renewal
7.	69 Teaching or Research	To fill a teaching position	Possible	Possible	Possibly Plan @ 1 month, reports every 3 months, including Forms C, D and E and all forms A-F upon renewal
8.	69 Teaching or Research	To fill a research position	Possible	Possible	Possibly Plan @ 1 month, reports every 3 months, including Forms C, D and E and all forms A-F upon renewal
9.	69 Teaching or Research	To provide a short course or speak at a conference	X	X	N/A

Supervision Agreement – Form A

Supervisor (Supervisor 1):

Last name: _____
First name: _____
Practice address: _____
Telephone Work: _____ Telephone Mobile: _____
Fax: _____ Signature: _____
Email: _____

Secondary Supervisor (Supervisor 2):

Last name: _____
First name: _____
Practice address: _____
Telephone Work: _____ Telephone Mobile: _____
Fax: _____ Signature: _____
Email: _____

Proposed supervisee:

Last name: _____
First name: _____
Postal address: _____
Telephone Work: _____ Telephone Mobile: _____
Fax: _____ Signature: _____
Email: _____

Period of supervision:

From: _____ **To:** _____

Supervision Agreement - Form A (continued):

To be completed by prospective supervisor and submitted with the application

Agreement
I have read and understand the following documents: <i>Physiotherapy Board of Australia: Limited registration guidelines</i>
I understand that supervision undertakings must be based on an assessment of competency of physiotherapy practice.
I understand that this assessment is undertaken using the <i>Assessment of Physiotherapy Practice (APP) Instrument</i>
I have read and understood the <i>APP Instrument Clinical Educator Resource Manual</i>
I understand that the <i>APP Instrument</i> was developed for assessing competency of physiotherapy practice. Although the <i>Instrument</i> and <i>Clinical Educator Manual</i> have been designed for students and clinical educators, I am aware that these reflect the <i>Australian Standards for Physiotherapy (2006)</i> , and comprise a standardised clinical assessment instrument that allows assessment of level of competence that is relevant for individuals with limited registration
I agree to undertake an assessment of the prospective supervisee, and will document my assessment on the supervision plan to be submitted after 1 month
I have considered the amount of time per week (in hours) that I plan to devote to the supervision activities that are planned for the prospective supervisee, and will document them on the supervision plan that is to be submitted to the Board after the first three months of supervision
I understand that reassessment of competency must occur at least monthly (or as otherwise approved by the Board) and noted on the <i>Progress chart (Form D)</i>
I understand that upon reassessment of competency, the supervision plan must be updated accordingly (Form C)

Agreement
I understand that documentation of reassessment of the updated supervision plans (conducted monthly), need to be submitted to the Board every three months (Form E)
I understand that the supervisee must maintain a log which records physiotherapy practice (<i>Record of practice and supervision</i>) (Form F) and that I am required to sign the record at the end of each week.
I have read and agree to comply with the responsibilities of supervisors (as documented earlier in this document)
I understand that the prospective supervisee has read and has agreed to comply with the responsibilities of supervisees (as documented earlier in this document)
I understand my legal and professional responsibilities and will act accordingly
I understand the significance of supervision as a professional undertaking and commit to this role
I understand that the responsibility for determining the type and amount of supervision required must be informed by my assessment of the person to be supervised
I understand that I must make every effort to ensure that those being supervised: <ul style="list-style-type: none"> • understand their legal responsibilities and constraints within which they must operate and • follow the ethical principles that apply to physiotherapy practice
I understand that I must only delegate tasks that are appropriate to the role of the supervisee and are within the scope of training and capability of the individual, as based on my assessment.
I understand that I must provide clear direction to the supervisee.
I understand that I must take responsibility for the interventions carried out by others working under my supervision.

Agreement

I understand that I must provide honest and responsible reports as required by the Physiotherapy Board of Australia

I understand that I must be an experienced practitioner, usually with a minimum of five years' practice as a registered physiotherapist

I understand that all overseas trained physiotherapists under my supervision must complete an Orientation to the Australian Healthcare system and will make such an orientation program available to the person to be supervised

Name of prospective supervisor: _____ Name of prospective supervisee: _____

Signature of prospective supervisor: _____

I declare that I have disclosed to the Board any potential conflict of interest, such as a personal relationship with the supervisee:

Signature of prospective supervisor: _____

Supervisee Agreement – Form B

To be completed by prospective supervisee and submitted to the Board with the application

Name of prospective supervisor: _____

Name of prospective supervisee: _____

Responsibility
I understand that I must inform the supervisor at the outset of the supervision period of my experience, needs, incidents relevant to my need for supervision and concerns
I understand that I must participate in assessments undertaken by the supervisor to assist determination of my capabilities, needs and progress
I understand that I must familiarise myself with my legal and professional responsibilities and comply with these
I understand that I must familiarise myself with safety policies and procedures and comply with these
I understand that I must follow directions and instruction from the supervisor and ask questions to clarify where necessary
I understand that I must advise the supervisor of any uncertainties and incidents during the period of supervision
I understand that I must reflect on and respond to feedback
I understand that if I am an overseas trained physiotherapist I must complete an Orientation to the Australian Healthcare program,

Signature of prospective supervisee: _____

I declare that I have disclosed to the Board any potential conflict of interest, such as a personal relationship with the supervisor:

Signature of prospective supervisee: _____

Supervision plan – Form C

To be completed by the supervisor and submitted to the Board within the first month of supervision

Note: Until this supervision plan is approved by the Board, the Supervisor must adhere to Level 1 Supervision.

Name of supervisor: _____ Signature of supervisor _____

Name of supervisee: _____ Date of assessment: _____

The *Assessment of Physiotherapy Practice Instrument* must be used as a tool for supervision purposes. Prospective supervisors are referred to the *Assessment of Physiotherapy Practice Instrument* (Dalton M, Keating J, Davidson M 2009), available via the Australian Learning and Teaching Council at <http://www.altc.edu.au/resource-app-clinical-educator-resource-manual-griffith-2009>.

Key:

0 – infrequently/rarely demonstrates performance indicators

1 – demonstrates few performance indicators to an adequate standard

2 – demonstrates most performance indicators to an adequate standard

3 – demonstrates performance indicators to a good standard

4 – demonstrates most performance indicators to an excellent standard

n/a – not assessed

Circle n/a only if supervisee has not had an opportunity to demonstrate the behaviour

If an item is not assessed it is not scored and the total APP is adjusted for the missing item

Circle only one number for each item

If a score falls between numbers on the scale the higher number will be used to calculate a total

Evaluate the supervisee's performance against the minimum competency level expected for an entry level physiotherapist

Scoring rules:

Note: a rating of 0 or 1 indicates that minimum acceptable competency has not been achieved

Progress chart – Form D

To be completed monthly by the supervisor, and submitted to the Board for review every three months

Name of supervisor: _____ Name of supervisee: _____

Signature: _____ Signature: _____

Competency	Date	Score	Date	Score	Date	Score
Professional behaviour						
1. demonstrates an understanding of patient/clients rights and consent		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
2. demonstrates commitment to learning		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
3. demonstrates ethical, legal and culturally sensitive practice		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
4. demonstrates teamwork		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
Communication						
1. communicates effectively and appropriately		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
2. demonstrates clear and accurate documentation		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
Assessment						
1. conducts an appropriate patient/client interview		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
2. selects and measures relevant health indicators and outcomes		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
3. performs appropriate physical assessment procedures		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4

Competency	Date	Score	Date	Score	Date	Score
Analysis and planning						
1. appropriately interprets assessment findings		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
2. identifies and prioritises problems of patients/clients						
3. sets realistic short and long term goals with the patient/client		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
4. selects appropriate intervention in collaboration with the patient/client		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
Intervention						
1. perform interventions appropriately		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
2. is an effective educator		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
3. monitors the effect of intervention		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
4. progresses intervention appropriately		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
5. undertakes discharge planning		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
Evidence-based practice						
1. applies evidence based practice in patient care		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4
Risk management						
1. identifies adverse events/near misses and minimises risk associated with assessment and interventions		0 1 2 3 4		0 1 2 3 4		0 1 2 3 4

Please note: Supervisors are required to review goals and supervision activities in response to monthly reassessment of competency

Name of supervisor: _____ Name of supervisee: _____

Signature: _____ Signature: _____

Supervision plan updates - Form E

To be completed monthly, and submitted to the Board for review every three months after submission of Form C

Name of supervisor: _____ Name of supervisee: _____

Signature: _____ Signature _____

Competency	Date, activities, hours per week	Date, activities, hours per week	Date, activities, hours per week
Professional behaviour 1. demonstrates an understanding of the rights and consent of patient/clients 2. demonstrates commitment to learning 3. demonstrates ethical, legal and culturally sensitive practice 4. demonstrates teamwork	Date: Activities: Hours per week:	Date: Activities: Hours per week:	Date: Activities: Hours per week:

Competency	Date, activities, hours per week	Date, activities, hours per week	Date, activities, hours per week
Communication 1. communicates effectively and appropriately 2. demonstrates clear and accurate documentation	Date: Activities: Hours per week:	Date: Activities: Hours per week	Date: Activities: Hours per week
Assessment 1. conducts an appropriate patient/client interview 2. selects and measures relevant health indicators and outcomes 3. performs appropriate physical assessment procedures	Date: Activities: Hours per week:	Date: Activities: Hours per week:	Date: Activities: Hours per week:

Competency	Date, activities, hours per week	Date, activities, hours per week	Date, activities, hours per week
Evidence-based practice 1. applies evidence based practice in patient care	Date: Activities: Hours per week:	Date: Activities: Hours per week:	Date: Activities: Hours per week:
Risk management 1. identifies adverse events/near misses and minimises risk associated with assessment and interventions	Date: Activities: Hours per week:	Date: Activities: Hours per week:	Date: Activities: Hours per week:
Supervisor signature			
Supervisee signature			

Checklist

Documents to be submitted with application for Limited Registration or registration where supervision is a requirement for registration:

- Form A
- Form B

After the Supervision Plan is submitted after one month, the first submission of the following forms should occur after 2 months, then after each 3 months:

- Form C – completed and amended as necessary
- Form D
- Form E
- Form F

Supervision documents to be submitted upon application for any renewal of Limited Registration (in addition to those required on the application form)

- All forms A through F
- Evidence of progress towards meeting requirements for general registration as a physiotherapist