Application for endorsement for scheduled medicines **Checklist**

Podiatry Board Ahpra

Tick off the list below to make sure you have included all the documents that you need to provide to the Podiatry Board of Australia (the Board) with your application for endorsement for scheduled medicines.

- ☐ **Application form** – the relevant application form is on the Forms page of the Board's website.
- ☐ **Certificate of completion of supervised practice** signed by you and your mentor.
- ☐ **Portfolio of evidence** – check that it includes at a minimum:
  - ☐ a completed evidence matrix.
  - ☐ at least 15 de-identified clinical studies – see clinical studies checklist on the next page.
  - ☐ a reflective journal – check that it:
    - ☐ includes a log of the activities you have undertaken during your supervised practice – make sure the attending prescribing clinician at each observational clinical session you have attended has signed and dated the entry in the log for each attendance
    - ☐ demonstrates you have reflected on your prescribing practice
    - ☐ demonstrates you have undertaken a minimum of 150 hours of supervised practice within a 12 month period.
- ☐ **Each piece of evidence in the portfolio is**:
  - ☐ signed and dated by you and your mentor.
  - ☐ referenced to one or more of the prescribing competencies.
  - ☐ clearly presented and labelled and listed in a table of contents. A template table of contents is available on the Endorsement for scheduled medicines page of the Board's website.
- ☐ See the sample portfolio of evidence published on the Endorsement for scheduled medicines page of the Board's website as an example of how the evidence in your portfolio should be presented.

See the checklist for clinical studies on the next page.

Clinical studies checklist

The clinical studies in your portfolio of evidence must meet the Board's requirements as set out in the Board's *Guidelines: Endorsement for scheduled medicines*. Appendix 2 of the guidelines contains detailed information about the evidence for inclusion in the portfolio, including the requirements for clinical studies. It is essential that you read this information carefully when developing your clinical studies. There are also some FAQs that address clinical studies, including content and definitions.

The Board has published a clinical study template, together with guidance on how to complete each clinical study. It is important that you refer to this guidance when completing each clinical study as this will help ensure your clinical studies meet the Board's requirements.

Tick off the list below to make sure the clinical studies in your portfolio of evidence meet the Board's requirements:

- ☐ The clinical studies are prepared as though you're the prescribing practitioner.
- ☐ The portfolio includes **at least 15** de-identified clinical studies – this includes the initial three already assessed as satisfactory by the Board. This is the minimum number of clinical studies to be included in your portfolio. More clinical studies can be included if needed.
- ☐ The clinical studies demonstrate you have dealt with a diverse range of patients with different medical conditions and complexity, in a variety of clinical settings.
- ☐ At least **12** of the clinical studies involve podiatric pathology and are related to a podiatric condition, intervention or management.
- ☐ Any clinical studies that don't involve podiatric pathology deal with conditions that allow the knowledge and skills to transfer to podiatry.
- ☐ At least **five** of the clinical studies are high risk cases.
- ☐ At least **five** of the clinical studies demonstrate complexity and involve more than one class of medicines.
- ☐ At least **five** of the clinical studies report the actual outcome of the medicines prescribed.
- ☐ There are clinical studies about patients with a range of co-morbidities and at risk of adverse events related to polypharmacy.
- ☐ At least **five** of the clinical studies include a sample of communication with members of the patient's healthcare team, such as a de-identified sample letter.
- ☐ **Every** clinical study is accompanied by a sample prescription for the patient.
- ☐ **Every** clinical study is signed and dated by you and your mentor.
- ☐ **Every** clinical study lists the essential prescribing skills that are demonstrated in the clinical study.