

# Ahpra Protocol

## Complete professional supervision for psychologists

This protocol applies to restrictions imposed or accepted from **16 September 2024**

Australian Health Practitioner Regulation Agency  
National Boards

GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](https://www.ahpra.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

# Ahpra Protocol: Complete professional supervision for psychologists

## Overview

This Ahpra Protocol – Complete *professional supervision for psychologists* (the Protocol) sets out the requirements that apply to practitioners with a registration restriction for [supervision](#) (performance and conduct). We monitor compliance with this restriction to protect patient safety.

You will receive a monitoring plan that details contact information, due dates, and the information you will need to provide to show that you are complying with your restrictions. The plan will be updated as you complete the requirements. Read your monitoring plan in conjunction with the Protocol /s.

In this Protocol:

'Restriction' and 'Restrictions' refers to:

- conditions and undertakings on your registration that are related to the requirements of this specific Protocol

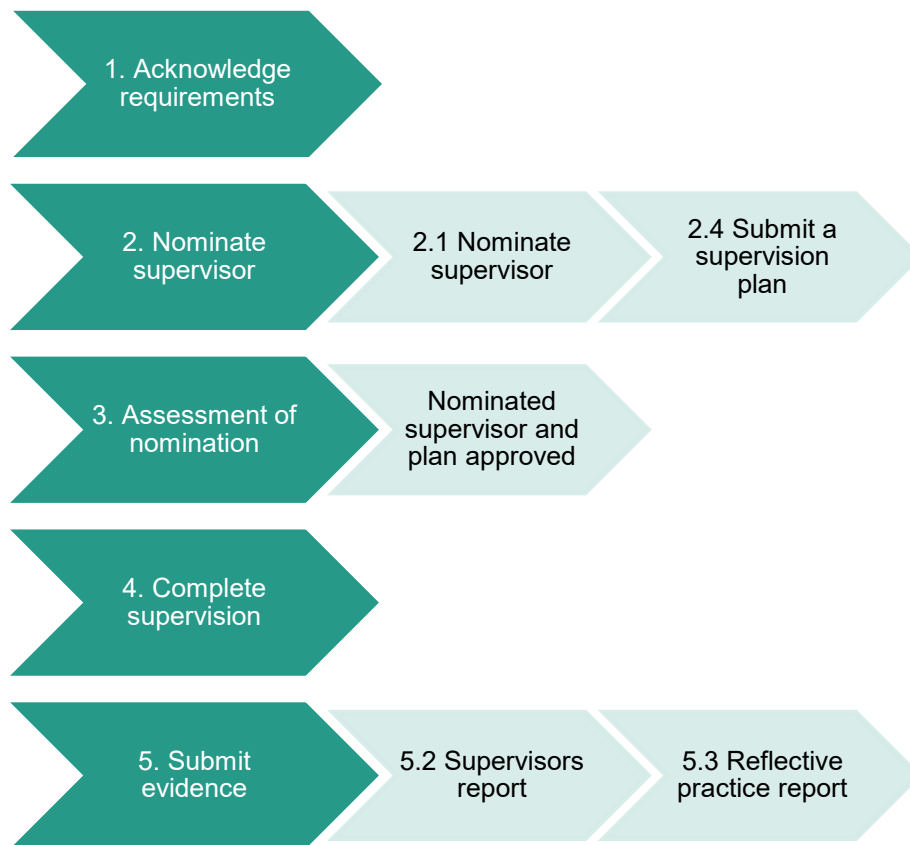
'We' 'us' and 'our' refers to:

- the Australian Health Practitioner Regulation Agency (Ahpra),
- the Board for the health profession you're registered for.

The Protocol includes:

- individually numbered paragraphs and sub-paragraphs to help you navigate the requirements.
- highlighted requirements that you must follow using this symbol:
- clarifying information and advice from us to help you follow the requirements, using this symbol:
- terms that we define in specific ways. The first time we use one of these terms, we've hyperlinked these to their [definitions](#) for your reference

The Protocol 's requirements fall into five main areas.



## Requirements

### 1. Acknowledge the requirements

#### 1.1 Practitioner acknowledgment

- 1.1.1 You must acknowledge the requirements of the restriction on your registration, and the *Ahpra Protocol: Complete professional supervision for psychologists* (the Protocol) within 30 days of the date of commencement of the restrictions, or as otherwise advised by Ahpra.
- 1.1.2 Complete the Form: Complete Professional Supervision (Psychology) - Practitioner Acknowledgement Form

### 2. Nominate a supervisor

#### 2.1 Nominate a supervisor

- 2.1.1 You must nominate at least one psychologist to act as supervisor within 30 days of the commencement date of the restrictions.
- 2.1.2 You must provide the following information within 30 days of the date of commencement of the restrictions:
  - 2.1.3 **Form:** Complete Professional Supervision (Psychology) – Nomination of Supervisor Form and include: a copy of the nominated supervisor’s curriculum vitae (CV).
  - 2.1.4 If submitting a supervision plan with your nomination, complete the Form: Complete Professional Supervision (Psychology) - Provision of supervision plan and acknowledgement Form
  - 2.1.5 You may nominate up to three psychologists to act as supervisor.
  - 2.1.6 If you hold an endorsement, your nominated supervisor must also hold an endorsement.

#### 2.2 Requirements for supervisors

- 2.2.1 Your nominated supervisor must hold registration as a psychologist and their CV must demonstrate they have the skills, training, experience and/or qualifications necessary to conduct

the supervision in the required areas of focus or concern.

2.2.2 Both you and your nominee must declare any actual, potential, or perceived conflicts of interest. If requested, you must provide information on how you will manage the conflict.

① A supervisor must be able to give an independent report of the supervision and be willing to provide reports to us if they identify concerns with your conduct, performance, or compliance with your restrictions.

A conflict of interest may arise from being in a collegiate, family, social or financial relationship which could be compromise the supervisor nominee's judgment, decisions, or actions in performing their nominated role.

We will consider your supervisor nominee's regulatory history to determine whether they are appropriate to provide the supervision on the required topic(s).

Nominations that don't meet the above requirements may be considered in extenuating circumstances. Nominations not meeting the above requirements usually require longer timeframes for consideration.

We may refuse your supervisor nomination.

### 2.3 Information to be provided to nominated supervisor

2.3.1 You must provide your nominated supervisor with a copy of the supervision restrictions, the Protocol, and the contact details of your Ahpra case officer or team.

① It is expected that you will share the reasons for the requirement for the supervision restrictions, including the areas of concern identified when restrictions were imposed restrictions.

This will ensure that your supervisor has a full understanding of the areas of concern to be addressed by the education.

We may provide your nominated supervisor with details of the reasons for requiring you to undertake the education.

### 2.4 Supervision plan

① You may submit your supervision plan with your nomination of a supervisor or after we have considered and approved a nominated supervisor.

2.4.1 If you have not submitted your supervision plan with your nomination, you must provide a written supervision plan within 30 days of the date of approval of the supervisor using the below form.

2.4.2 Complete the **Form: Complete Professional Supervision (Psychology) - Provision of supervision plan and acknowledgement Form**

2.4.3 Your supervision plan must be endorsed by the nominated supervisor.

2.4.4 Your supervision plan must outline:

- the duration, frequency and number of sessions,
- the format of the supervision, and
- details of how the supervision will address the concerns.

### 3. Assessment of nomination

- i** We will consider the suitability of your nominated supervisor and your supervision plan, and whether it adequately addresses the concerns identified.
- Only supervision undertaken by an approved supervisor and in accordance with an approved supervision plan can be used to satisfy the requirements of your restrictions. You will be advised if your nomination is approved.
- Incomplete nominations will not be considered for approval. Where you provide an incomplete nomination, or repeatedly fail to make a nomination that adequately addresses the identified concerns, we may consider whether further regulatory action is required.
- We may refuse your nomination of a supervisor and or request changes to the supervision plan.
- In circumstances where your supervision nomination is not approved it is not always possible to provide detailed reasons to you to protect your nominated supervisor's privacy.

### 4. Complete supervision

#### 4.1 Timeframes and reporting

- 4.1.1 You must complete the supervision within the timeframe for completion provided in your restrictions.
- 4.1.2 When requested, you must provide supervision reports from your approved supervisor at the frequency specified by your monitoring plan or restriction.

### 5. Submit evidence

#### 5.1 Evidence of Completion

- 5.1.1 You must submit a final supervision report from your approved supervisor within the timeframe for completion provided in your restrictions or at other time(s) as requested.
- 5.1.2 This requirement is in addition to any regular reporting requested from your supervisor under Section 4.

- i** We may contact your supervisor in relation to the reports to clarify any information required.

#### 5.2 Supervisor's report

- 5.2.1 You must provide a report from the supervisor which includes:
- attendance and engagement at sessions
  - completion of pre reading and activities required in approved plan, and
  - what was contained or discussed in each session.

- i** Your supervisor may also provide a report to us if they have a concern or become aware of a concern regarding your conduct or performance, or if you don't attend the supervision at the required intervals.

#### 5.3 Reflective practice report

- 5.3.1 You must write and submit a reflective practice report after you have completed the required supervision and within the timeframe for completion detailed in your restrictions.
- 5.3.2 You must provide evidence that you have incorporated changes to your practice that are appropriate to the focus of the supervision. Satisfactory evidence may consist of updated policies and procedures, copies of deidentified clinical records.
- 5.3.3 The completion of the reflective practice report cannot be used toward the required number of hours or duration of the required supervision.

- ① The report must demonstrate to our satisfaction that you have reflected on the concerns that gave rise to the restriction requiring you to complete supervision, and that the education has successfully addressed the original concerns that led to the restrictions.

You can find further information on writing a reflective practice report in the [Information sheet – Reflective reports](#) on Ahpra’s website. Follow the same guidelines as the information sheets for education or mentoring.

We may require a further reflective report or propose alternative regulatory action if we are not satisfied that your reflective report addresses the original concerns.

We may invite you to attend a reflective practice discussion. A discussion may be offered if your reflective practice report does not satisfactorily demonstrate that you have reflected on the concerns that resulted in the requirement for education.

## 6. Withdrawal of approved supervisor

### 6.1 Notify us and provide a new nomination

6.1.1 In the event your approved supervisor is no longer willing or able to provide the supervision required, you must notify your Ahpra case officer or team as soon as possible in writing and provide a new nomination in accordance with the Protocol and within 30 days of becoming aware of this information.

6.1.2 Within 30 days of approval of your new nominated supervisor you must either provide:

- a supervision plan written by the new nominated supervisor in the same terms as section 2.4, or
- endorsement from the new nominated supervisor that the previously approved supervision plan remains appropriate (with details of any amendments required).

- ① The new nomination must include a supervision plan. This can be a newly developed plan, or the new nominated supervisor may amend or endorse the existing plan if they agree that it is appropriate.

The plan will require approval before commencement.

## 7. Extensions of time

- ① An extension of time may be permitted on a case-by-case basis for you to:

- Commence the professional supervision
- nominate a supervisor
- provide your supervision plan,
- complete your supervision,
- provide your supervision report and/or reflective practice report

Extensions may be considered in the following circumstances:

- If you are not practising as a psychologist
- A third party requires additional time to provide the required information, or
- In extenuating circumstances such as significant ill health, or other events outside of your direct control.

Evidence of the basis of the request may include evidence of engagement with third parties such as education consultancies, professional associations, or registered health practitioners, medical certificates or other documentation evidencing steps taken to comply with your restrictions.

## 7.1 Requesting an extension

- 7.1.1 If you require an extension of time, you must provide a written request prior to the due date detailed in your monitoring plan.
- 7.1.2 When requesting an extension, you must provide a proposed timeframe for completion of the requirement.
- 7.1.3 You must indicate the reason for your request and may be required to provide evidence of the basis of the extension.

7.1.4 If you are granted an extension, you must complete the relevant action or requirements within the extended timeframe.



## 7.2 Change of circumstance

- 7.2.1 You must contact your Ahpra case officer or team as soon as possible if you have had a change in your circumstances or are unable to comply with the requirements for any reason. See your monitoring plan for contact information.

## 8. Privacy

### 8.1 Collection of personal information



We are committed to protecting your personal information.

The ways in which we may collect, use and disclose your information are set out in our [Privacy Policy](#).

Further information regarding [Ahpra's Privacy, Freedom of Information and Information publication scheme](#) is available on Ahpra's website.

## Definitions

For the purposes of the restrictions and this Protocol the following terms are defined:

Term	Definition
Supervision	A professional relationship in which a skilled registered practitioner (the approved supervisor) helps to guide the professional development of another registered practitioner (the Practitioner) to integrate professional knowledge and skills into demonstrated competencies that meet the accepted standard of performance outlined in the Board-adopted code of ethics.