



Supervised practice (health, performance or conduct concerns)

Supervised practice report

Who completes the report?

As this supervised practice is a requirement to address health, performance or conduct concerns, only the supervisor is required to complete and sign this report. However, it is the responsibility of the supervisee to make sure the report is completed by the supervisor and submitted when due to Ahpra.

Purpose of the report

The report is a tool to provide monitoring updates and/or as a final report.

Supervised practice reports are required:

- at the timeframe set out in the conditions or undertakings on registration
- at the end of supervised practice (where required), and
- at any other time required by the Board.

Definitions

For information about the meaning of words used in this form such as supervisee, supervisor and patient please refer to the definitions section of the Supervised practice framework (framework) on the relevant [National Board website](#).

How will this report be used?

The supervisor's report will be used by the Board to decide whether the supervisee is:

- practising in a safe, competent and ethical manner
- complying with the condition or undertaking on their registration.

Completed supervised practice reports should be given to the supervisee, unless the supervisor has concerns this may be prejudicial to the practitioner's physical or mental health or wellbeing. In that case, the supervisor should contact the Ahpra case officer.

Ahpra and the Board may also have to disclose a report if required by law. Please refer to the [Privacy page](#) for further information.

The privacy policy explains:

- how you may access and seek correction of your personal information held by Ahpra or a National Board
- how to complain about a breach of your privacy, and
- how your complaint will be dealt with.

How to complete the report

This report can be used as:

- an interim report on monitoring, or
- a final report.

For help when completing the report read the [Supervised practice framework](#) on the relevant National Board website:

- The framework explains the principles that support supervised practice, the risk factors that will inform the level of supervised practice, the expectations of supervisees, supervisors and employers, and the compliance process.
- Appendix 2: Information for supervisees about the expectations of supervisees
- Appendix 3: Information for supervisors about the responsibilities of supervisors
- Appendix 4: Supervised practice levels for a full description of the supervised practice levels.

Completing this form

- Read and complete all questions.
- To fill in the form manually, print it and write clearly in **BLOCK LETTERS** using a black or blue pen only.
- Attach more pages if you need more space to write your responses.
- Place X in **all** applicable boxes:



Supervisee's details

Legal name (family name and first given name)

Monitoring & compliance number

Supervisor's details

Legal name (family name and first given name)

Registration number

Phone number

Email

Relationship

 Primary supervisor Alternate supervisor Other supervisor

Report details

Reporting period from date

To date

Place(s) of practice

1. What is the supervisee's level of supervised practice at the time of this report?**2. Has the practitioner been supervised at the level required in the restrictions for the full reporting period?** Yes No

Provide details including dates

3. How frequently did you have contact with the practitioner and what form of contact was that?

The restrictions provide detail about the supervised practice requirements. Explain how you have ensured those requirements have been met. For example "I met in-person with the practitioner at the end of each shift to review the events of the day", or "I called the practitioner by phone each Thursday morning".

4. Has the practitioner been supervised by anyone else during the reporting period? Yes No

By whom, and how has the supervision been coordinated to ensure the requirements of the restrictions have been met?

Type(s) of supervised practice

 Clinical duties Non-clinical and/or administrative duties

**5. Are there any issues or concerns that you have observed or become aware of since supervised practice started or since the last report?** Yes No

Provide details

You should contact Ahpra as soon as practicable if there are issues or concerns about the supervisee. If this has not already occurred upon receipt of this report, Ahpra will contact you.

6. If you have been asked by Ahpra to report about any specific aspects of the practitioner's practice, please provide your remarks.

An Ahpra case officer may have asked you to provide specific information about aspects of the practitioner's practice. If not, you can go to the next question.

7. Please provide any other information about the practitioner's progress or any recommendations about the ongoing supervision requirements.

If the practitioner has been consistently meeting the requirements of the supervision, with no issues or concerns about their practice, would you recommend any change to the frequency of, type of or need for ongoing supervision?

8. Have you discussed the contents of this report with the practitioner? Yes No

Completed supervised practice reports should be given to the supervisee, unless you have concerns this may be prejudicial to the practitioner's physical or mental health or wellbeing. In that case, you should contact the Ahpra case officer.

Supervisor's declaration

By marking the following boxes and signing this form, I declare:

I know of no change in relation to an actual or perceived conflict of interest that could prevent me from continuing to act as a supervisor.

the information in this supervised practice report about the work of the supervisee is true and correct.

Date of report

 / /

Signature



SIGN HERE

When completed, return this form to compliance@ahpra.gov.au

You may contact Ahpra on 1300 419 495