

Fact sheet

September 2018

Important information for supervisees

This fact sheet covers what the Paramedicine Board of Australia (Board) expects of you as a supervisee when you are practising under supervised practice arrangements in accordance with the *Supervised Practice Framework*.

The information in this fact sheet should be read together with the information in the *Fact sheet: Important information for supervisors*.

Preparing for supervised practice

There are a few things to consider when preparing for supervised practice:

- You may need to find your own supervisor(s). This will depend on the purpose for the supervised practice.
- The relationship between you and the supervisor must be professional.
- You must declare any potential or actual conflicts of interest to the Board. For example, you cannot have or had a close personal relationship with the supervisor and be or have been in a relationship as a client or patient with the supervisor.
- We recommend that when you nominate a primary supervisor that you also nominate a secondary supervisor/s so that if the primary supervisor is not available, the secondary supervisor/s can assume supervisory responsibilities and you can continue to practise.

The Board will make the final decision of who your supervisor/s is. They may approve someone other than your nominee or category of suitable persons in an organisation. Also, each individual supervisor must formally agree to undertake the responsibilities of a supervisor before supervised practice can begin.

Choosing a supervisor

When selecting and approaching potential supervisors, you should check if they meet the following requirements:

- has relevant qualifications, experience, responsibilities and scope of practice
- holds general registration, or where relevant, specialist registration as a registered healthcare professional
- are not themselves subject to supervisory arrangements, or do not hold registration subject to conditions or undertakings that would effect on their ability to effectively supervise you
- does not hold a position which is at a lower classification, lower remuneration level, or more junior position than your position
- will formally consent to act as your supervisor, subject to being approved by the Board
- is not a member of your family or household
- agrees to comply with the requirements of the supervised practice plan, and
- understands the implications of not adhering to the requirements.

While your supervisor will usually be from the same profession as you, the Board may consider approving practitioners from another profession as your supervisor/s in some circumstances.

When identifying a potential supervisor/s, you may wish to seek advice from:

- prospective, current and past employers
- past supervisors
- education providers
- professional associations, and/or
- colleagues and mentors.

Payment

You, as a supervisee, are generally responsible for the costs of compliance with registration and notification matters including supervised practice arrangements. The Health Practitioner Regulation National Law (the National Law), as in force in each state and territory does not provide for remuneration of supervisors and the Board will not intervene in financial arrangements between you and the supervisor.

Professional indemnity insurance

Before the supervised practice arrangements start you need to make sure that you have the required professional indemnity insurance arrangements in place. You should refer to the Board's [Professional indemnity insurance arrangements registration standard](#) and check with your insurance provider to make sure you meet the minimum requirements and to see if the supervised practice arrangements affect your coverage.

Documentation

You will need to complete the relevant documentation before the supervised practice arrangements can be approved:

- supervision agreement, and/or
- supervised practice plan.

What information do I need to provide?

This will depend on the purpose of supervised practice.

Grandparenting – You will need to initially complete with your supervisor/s a supervised practice plan for grandparenting <<<[link to SPP template for grandparenting](#)>>. This plan sets out the details about the supervision to be undertaken, and how the supervision is to occur as detailed in the *Supervised practice framework for paramedics*. It also captures who your supervisor/s is/are and reporting requirements.

Recency of practice - If the supervised practice is because you do not meet recency of practice requirements or are returning to practice, you may need to describe the learning needs you need to meet before you return to independent practice.

As a general rule, if the supervised practice relates to an application for registration or renewal of registration, the application form will direct you on what information is required or you will be advised by AHPRA what you need to do.

If the supervised practice relates to a notification (complaint) then AHPRA will advise what you need to provide and when.

When do I need to provide the information?

This will depend on the purpose of the supervised practice.

If the supervised practice relates to an application for registration or renewal of registration then you will need to provide information with your application.

If the supervised practice is as a result of a notification (complaint) then the information will need to be provided once the relevant conditions are imposed or undertakings are accepted.

Grandparenting – You will need to provide your supervised practice plan when you apply for registration (as part of the application process) or on request by AHPRA on behalf of the Board.

What must I do when I am practising under supervision?

While you are practising

The supervision arrangements that have been approved by the Board must be in place at all times when you are practising. You must not begin practice until the supervision agreement/supervised practice plan and supervision arrangements have been approved by the Board, unless otherwise agreed by the Board.

You are responsible for ensuring that all reports are completed by the due dates.

You need to:

- work together with your supervisor to develop and work within an approved supervised practice agreement/supervised practice plan
- take joint responsibility for establishing a schedule of regular meetings with your supervisor and make all reasonable efforts to ensure that these meetings take place
- be adequately prepared for meetings with your supervisor
- participate in assessments conducted by your supervisor to assist in determining your future supervision needs and progress
- recognise the limits of your professional competence and seek guidance and assistance, and follow directions and instructions from your supervisor as required
- familiarise yourself and comply with legal, regulatory and professional responsibilities applicable to your practice
- advise your supervisor immediately of any issues or clinical incidents during the period of supervision which could adversely impact on patient care
- reflect on and respond to feedback
- inform the Board as soon as practicable if you cannot meet the conditions, or if the requirements of your supervised practice are not being met, or if the relationship with your supervisor breaks down
- inform the supervisor and Board if any leave or breaks in practice may impact on the requirements of the supervised practice agreement/plan, and
- practise in accordance with all the Board's standards, codes and guidelines.

What if I need to change my supervisor?

In the event of a need to change your supervisor or add a secondary supervisor, **you must**:

- notify the Board in writing within seven calendar days or as stated in the conditions/undertakings of any planned or unexpected supervisor changes (e.g. due to illness)
- submit proposed new supervision arrangements to the Board for consideration, and
- provide to the proposed new supervisor(s) copies of:
 - previous supervisor agreement(s)
 - supervised practice plan(s), and
 - supervision report(s).

What if I don't comply with my supervised practice agreement or the framework?

If circumstances change and you are not able to comply with the approved supervised practice arrangements, you need to let the Board through AHPRA know within seven calendar days or as stated in the conditions/undertakings. You must stop practising if you cannot practise in accordance with the approved supervised practice arrangements.

If you don't practise in accordance with the Supervised practice framework for paramedics and the Board-approved supervision agreement/supervised practice plan, the Board may consider whether to take regulatory action under the National Law.