

Template – Supervised practice plan for general

Registered paramedic

Objectives

The supervised practice plan is an agreement between the Paramedicine Board of Australia (Board), the supervisor, and the supervisee that sets out:

- the objectives, levels, type and amount of supervision required, and
- how the supervision is to occur as, detailed in the *Supervised Practice Framework for paramedics*

The supervised practice plan should reflect a balance between the need for the supervision, the qualifications and experience of the supervisee, the role they are proposing to undertake, the organisation they are employed by and/or the characteristics of the supervisor.

Developing a supervised practice plan and setting reporting requirements

A supervised practice plan (TSPP) completed by the supervisee in consultation with the supervisors and/or their employing organisation and submitted to AHPRA for consideration and approval by the Board.

In completing the TSPP the individual circumstance of the paramedic under supervision should be taken into account including proposing the:

- anticipated duration of the supervision period
- nature of supervision, and
- reporting requirements.

All supervision should commence at the direct level of supervision unless otherwise specified by the Board and progress to indirect (present) and indirect (accessible) levels of supervision only when the supervisor/supervising organisation is satisfied that sufficient competency has been demonstrated by the supervisee. Remote level supervision cannot be undertaken without specific prior approval from the Board.

Reports are required:

- each time there is a change in the level of supervision, and
- every 6 months throughout the period of supervised practice, and
- at the end of the period of supervised practice, and
- any other time the supervisor determines it necessary to bring something to the Board's attention.

Content of a supervised practice plan

The content of the TSPP should reflect the learning and development needs of the supervisee. It should be consistent with the *Supervised practice framework for paramedics (interim)*, *Professional capabilities for registered paramedics (interim)* and the *Code of conduct for paramedics (interim)*.

The Board must approve a supervised practice plan or any changes before they can commence.

Supervision requirements beyond registration

A TSPP commonly arises to deal with registration issues, but they may also arise out of a health, conduct, or performance matter. Supervision requirements relating to such matters may be determined by another entity, such as a panel or tribunal.

Who is responsible for the supervised practice plan?

It is the responsibility of the supervisee to make sure the reporting requirements are met as agreed in the TSPP. However, the supervisor of supervising organisation also has a responsibility to adhere to the agreement they have entered into, and to appropriately oversee the supervisee's practice.

Different supervision arrangements

The Board appreciates that there may need to be a flexible approach to supervision arrangements. For example, a TSPP may involve:

- one supervisor in a single workplace setting, or
- one supervisor across a variety of workplace settings, or
- more than one supervisor, in the same setting (one principal and up to two secondary supervisors).

Regardless, at the end of the supervision period, the principal supervisor will be responsible for submitting the supervisors' reports (formative and summative), against the TSPP.



Supervised practice plan

Profession: **Paramedicine**

SECTION A: Supervisee

1. What is the name of the supervisee?

Last name:

First (given) name:

2. What are your qualifications and experience as a paramedic?

3. Provide a detailed description of your proposed role.

SECTION B: Supervisor(s)

4. What are the details of your principal supervisor?

Name of principal supervisor:

Role, qualifications and experience of principal supervisor:

Principal supervisor's registration number:

5. What are the details of your secondary supervisor? (if applicable)

Name of secondary supervisor 1:

Role, qualifications and experience of secondary supervisor 1:

Registration number of secondary supervisor 1:

Name of secondary supervisor 2 (if applicable):

Role, qualifications and experience of additional secondary supervisor 2:

Registration number of secondary supervisor 2:

SECTION C: Purpose of supervision

6. What is the purpose of supervision? Tick one

- General registration with conditions for re-entry to practice.
- Condition or undertaking requiring supervision for a health, performance or conduct matter.
- Other.

SECTION D: Supervision arrangements

7. What are the details of your supervision arrangements?

Proposed position:

Proposed employer:

Location(s) of supervised practice(s):

Proposed commencement date:

Anticipated supervision completion date:

Hours of supervision required:

Nominate level of supervision and expected progression (if known):

SECTION E: Supervision goals and plan

Please complete relevant sections as informed by the relevant domains in the *Professional capabilities for registered paramedics (interim)*.

Specific supervision requirement

Supervision goal: To demonstrate safe and competent paramedic practice.

Domain 1: Professional and ethical conduct

This domain covers a registered paramedics responsibility to be professional and ethical, and to practise with professional autonomy and accountability within the current medico-legal framework. It also addresses their responsibility for ensuring that patient/service user confidentiality and privacy is maintained at all times, while recognising the potential role as a patient/service user advocate.

Supervision goal: To demonstrate professional and ethical practice across the scope of the capabilities for this domain.

Domain 2: Professional communication and collaboration

This domain covers a registered paramedic's responsibility in utilising appropriate, clear and effective communication. It also addresses their responsibility for ensuring that they function effectively with other healthcare team members at all times.

Supervision goal: To demonstrate professional and ethical practice across the scope of the capabilities for this domain.

Domain 3: Evidence-based practice and professional learning

This domain covers a registered paramedic's responsibility to engage in evidence-based practice and to critically monitor their actions through a range of reflective processes. It also addresses their responsibility for identifying, planning and implementing their ongoing professional learning and development needs.

Supervision goal: To demonstrate professional and ethical practice across the scope of the capabilities for this domain.

Domain 4: Safety, risk management and quality assurance

This domain covers a registered paramedic's responsibility to protect patients/service users and others from harm by managing and responding to the risks inherent in paramedicine practice. It also addresses their responsibility for ensuring high quality professional services are provided for the benefit of patients/service users and other service users.

Supervision goal: To demonstrate professional and ethical practice across the scope of the capabilities for this domain.

Domain 5: Paramedicine practice

This domain covers profession specific knowledge, skills and capabilities required for practice as a registered paramedic.

Supervision goal: To demonstrate professional and ethical practice across the scope of the capabilities for this domain.

SECTION F: Further areas for development

Please list the specific issues to be addressed during supervision (e.g. related to supervision requirements).

Issue 1

Measures to address issue:

Review date:

Issue 2

Measures to address issue:

Review date:

Issue 3

Measures to address issue:

Review date:

Additional requirements/documents:

SECTION G: Declaration

Principal supervisor's declaration

I have completed this supervised practice plan in consultation with the supervisee and in my professional opinion consider the goals and planned activities to be appropriate to the identified needs.

Name of principal supervisor:

Signature of principal supervisor:

Date signed:

Name of secondary supervisor 1:

Signature of secondary supervisor 1:

Date signed:

Name of secondary supervisor 2:

Signature of secondary supervisor 2:

Date signed:

Supervisee's declaration

I have read, understood, and agree to all the goals and planned activities included in this supervised practice plan.

Name of supervisee:

Signature of supervisee:

Date signed:

Who do I send it to?

All documentation should be sent to the AHPRA office in your capital city, as listed below.

AHPRA
GPO Box 9958
In your capital city (*refer below*)

- Sydney NSW 2001
- Canberra ACT 2601
- Melbourne VIC 3001
- Brisbane QLD 4001
- Adelaide SA 5001
- Perth WA 6001
- Hobart TAS 7001
- Darwin NT 0801

You may contact the Australian Health Practitioner Regulation Agency on 1300 419 495 or you can lodge a web enquiry at www.ahpra.gov.au.