

AHPC Ref: 5.8

Circular Number: 1512-C14

Date: 14 December 2015

To: All conditionally registered Occupational Therapists, Physiotherapists and Speech-Language Therapists

### **SUPERVISION RELATED MATTERS FOR CONDITIONALLY REGISTERED ALLIED HEALTH PROFESSIONALS**

Occupational therapists, Physiotherapists, and Speech-Language therapists who are conditionally registered are required to complete a period of supervised practice and comply with any other conditions imposed on your registration. A failure to do so amounts to non-compliance with the Allied Health Professions Council (AHPC)'s Supervised Practice Guidelines and the conditions of your registration. This notice serves to highlight the various supervision related processes applicable to your conditional registration.

#### ***SUBMISSION OF SUPERVISOR ASSESSMENT REPORTS AND SUPERVISION LOG***

2 Supervisor assessment reports are to be submitted to the AHPC at the specified intervals [i.e. 1<sup>st</sup> month, 5<sup>th</sup> month, 11<sup>th</sup> month and 23<sup>rd</sup> month (where applicable)]. All supervisor assessment reports should be duly completed and acknowledged by the Head of Department or authorised personnel prior to submission to the AHPC.

3 Your supervision log should also be submitted with each supervisor assessment report. All supervision activities must be logged and verified by your assigned supervisor prior to submission to the AHPC. Please be reminded that there should be daily auditing of at least one (1) case record for the first month of supervision for Occupational therapists and Physiotherapists. For Speech-Language therapists, daily auditing of case records is required for dysphagia cases, and at least twice a week for other non-dysphagia cases, up to the end of the 2<sup>nd</sup> month of supervision.

4 You are expected to continue supervision at your current supervision intensity until you receive formal notification from the AHPC on the review outcome of your supervisor assessment reports. You may be required to restart your period of supervision afresh if your supervision intensity was reduced prior to receiving AHPC's approval.

## **CHANGE OF SUPERVISOR(S), EMPLOYER OR EMPLOYMENT ARRANGEMENTS**

5 For any change in supervisor(s), employer or employment arrangements, you must notify the AHPC in writing at least one month before the intended date of such changes and obtain AHPC's approval prior to implementing the change.

### Change of Supervisor(s)

6 If your supervisor(s) is going away for a period of more than one (1) month, your employer is required to assign another supervisor to you. Your newly appointed supervisor must meet the AHPC's supervisor eligibility criteria. Notifications regarding change of supervisor(s) must include:

- a) The intended date for the change to take effect; and
- b) An Undertaking by Supervisor (Form SF2) to be completed by the new supervisor(s).

7 It will be prudent to note that if your newly appointed supervisor does not meet the AHPC's supervisor eligibility criteria, your period of supervised practice will not be recognised by the AHPC. In such an instance, you will be required to restart your period of supervision from the point where your last eligible supervisor left off.

8 Should your current supervisor leave the organisation, a Supervisor Assessment Report (Form SF3) and supervision log covering the period up to the last day of his supervision prior to the new supervisor taking over the supervision must be submitted to the AHPC.

### Change of Employer or Employment Arrangements

9 The notification must include the following documents:

- a) The intended date for the change to take effect;
- b) The name and address of the new employer and/or details of the new employment arrangements (e.g. change in employment status from full-time to part-time, rotations to other positions); and
- c) An Undertaking by Supervisor (Form SF2) to be completed by the new supervisor(s).

10 Please note that the AHPC will not approve the change if your new employment arrangements do not meet the supervised practice requirements of your conditional registration.

11 Where your change request is supported, a Supervisor Assessment Report (Form SF3) and an End of Supervised Practice Evaluation Report (Form SF4) covering the period until your last day of service with your current employer are to be completed by your current supervisor(s) and submitted to the AHPC within 10 working days. You are also required to submit your completed supervision log, verified by your current supervisor(s) with Forms SF3 and SF4.

12 You will be required to revert to 1<sup>st</sup> month of Level 1 supervision intensity with your new employer when you start practice. A Supervisor Assessment Report (Form SF3) from your new supervisor(s) at your new employer and your supervision log are to be submitted at the end of your 1<sup>st</sup> month of supervision.

13 The AHPC will advise on the period and level of supervision after the review of the supervisor assessment reports.

#### Change of Employer – Lapse in Obtaining Approval

14 We would like to highlight that if AHPC's approval has not been sought for changes in employment, the period of supervision completed prior to receiving AHPC's approval will not be recognised. You will thus be required to complete the full period of supervised practice with their new employer.

#### **LEAVE OF ABSENCE DURING SUPERVISED PRACTICE PERIOD**

15 You are required to inform the AHPC if you were on leave for a block period of more than 14 calendar days. Upon your return, you must make up for the period that you are away.

16 Conditionally registered Nanyang Polytechnic (NYP) graduates pursuing degree conversion programmes will be allowed to continue with the remaining period of your supervised practice upon your return if you have completed a minimum of 5 months of supervised practice satisfactorily prior to the commencement of your study. Please note that you will need to revert to Level 1, 1st month supervision intensity for the 1st month of your practice when you return. If you did not complete a minimum of 5 months of supervised practice satisfactorily, you will be required to complete the full period of supervision starting at Level 1 intensity on your return.

17 Conditional registrants on maternity leave will be allowed to continue with the remaining period of your supervised practice at your last reported supervision intensity if you return to practice within 9 months. You must have also completed your period of supervised practice satisfactorily prior to going on maternity leave.

#### **NYP GRADUATES RESUMING WORK AFTER COMPLETING DEGREE CONVERSION PROGRAMME**

18 If you are resuming work after completing your degree conversion programme, you will need to apply for a new practising certificate at least 30 days before the intended date of resuming your practice. A late application fee of SGD100 may be payable if the application is made later than 30 days after the expiry of your current practising certificate.

19 If there is any change to your supervisor(s), your new supervisor(s) must complete the Undertaking by Supervisor (Form SF2) and submit it to the AHPC before you start work. The start work date should be indicated clearly on the SF2 form.

20 You are to revert to 1<sup>st</sup> month of Level 1 supervision intensity when you resume work. A Supervisor Assessment Report (Form SF3) and supervision log are to be submitted at the end of the 1<sup>st</sup> month of supervision. The AHPC will advise on the level of supervision after the review of your supervisor assessment reports.

### ***EXTENSION OF CONDITIONAL REGISTRATION***

21 If you are unable to complete your supervised practice period within your initial conditional registration, you will be required to apply for an extension of your conditional registration. Please log in to the AHPC's Professional Registration System (PRS) to submit your application. For the step-by-step guide to submit the application, you may refer to user manual available on the AHPC's website under the tab "Forms and Downloads".

### ***FOR MORE INFORMATION***

22 For more information and details regarding the matters set out in this notice, please refer to [www.ahpc.gov.sg](http://www.ahpc.gov.sg). You may also write to [enquiries@ahpc.gov.sg](mailto:enquiries@ahpc.gov.sg) if you require further clarifications after you have reviewed the information available on our website.

Thank you.



MS SURAYA TALIP  
EXECUTIVE SECRETARY  
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