

AHPC Ref: 5.8

Circular Number: 2409-C03

18 September 2024

HODs and Healthcare Institutions

UPDATE ON REVISED READINESS REVIEW FORMS – ORGANISATIONS' ELIGIBILITY TO HIRE CONDITIONALLY REGISTERED ALLIED HEALTH PROFESSIONALS

The Allied Health Professions Council (AHPC) has been conducting the Readiness Review (RR) to assess the supervision systems and structures of organisations, and identify gaps, if any, in meeting the requirements of the Supervised Practice Guidelines. This was put in place to enable organisations to hire and supervise conditionally registered allied health professionals (AHPs).

REVISED READINESS REVIEW FORMS

2 The AHPC has reviewed the criteria for the evaluation of RR. Organisations will now only be required to submit information or supporting documents for the following:

- a) Organisation chart;
- b) Staff strength and details;
- c) Description of services and patient/client groups, including the full range of services provided, patient/client groups served and caseloads per week for each service type; and
- d) The proposed supervision plan for the Conditional AHPs.

3 Copies of the revised forms are enclosed.

RE-EVALUATION OF ORGANISATION STAFF STRENGTH

4 At present, the AHPC conducts a re-evaluation of the organisation's staff strength on a periodic basis to ensure that organisations continue to meet the **requirement of availability of minimum of two full-time, fully registered supervisory-grade staff**.

5 **With immediate effect, organisations are required to inform the AHPC when the organisation/department no longer has the minimum number of two supervisory-grade staff at any time during the supervision period.** Any changes to the organisation's staff strength must be emailed to AHPC@spb.gov.sg.

Revised Undertaking by Supervisor

6 In relation to paragraph 5, the AHPC has also revised the SF2 Undertaking by Supervisor form. This form is for the organisation's Head of Department to declare that the organisation meets the minimum number of two supervisory-grade staff at the time of hiring the conditional registration applicant or making a request for change of supervisor.

7 A copy of the revised SF2 Undertaking by Supervisor form is also enclosed.

Supervisor Training Workshop

8 Every supervisory-grade staff is **strongly encouraged** to attend the Supervisor Training Workshop conducted by the AHPC to know and comply with the requirements of the AHPC's Supervisory Framework and the expectations of the regulatory body. This will minimise follow-up clarifications on the SF3 Supervisor Assessment Report form submitted by the organisation.

9 Any queries on the revised RR forms should be directed to the Secretariat at AHPC@spb.gov.sg.

A handwritten signature in black ink, appearing to read 'Suraya Talip', with a horizontal line underneath the name.

Ms Suraya Talip
Executive Secretary
for Registrar
Allied Health Professions Council

enc