



Allied Health Professions Council
c/o Secretariat of healthcare Professional Boards (SPB)
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Singapore 328836
Email: AHPC@spb.gov.sg
Website: <https://www.ahpc.gov.sg>

AHPC-2409-RRF-05

RESTRICTED\NON-SENSITIVE

**FORM SF1
READINESS REVIEW FOR ORGANISATIONS/DEPARTMENTS TO
UNDERTAKE SUPERVISION FOR CONDITIONALLY REGISTERED
ALLIED HEALTH PROFESSIONALS**

Organisations/departments which wish to undertake supervision for conditionally registered allied health professionals should apply to the Allied Health Professions Council (AHPC) using this form.

I am applying for a readiness review for my organisation/department to undertake supervision for conditionally registered allied health professionals for the following Allied Health Profession(s):

- Occupational Therapy
- Diagnostic Radiography
- Physiotherapy
- Radiation Therapy
- Speech-Language Therapy

DETAILS OF THE ORGANISATION/DEPARTMENT

Name and address of the organisation/department:	
Name and designation of contact person:	
Email:	

DECLARATION

This declaration must be

- i. Signed by the manager or the allied health professional in-charge of the department who has sufficient authority within the organisation to ensure that all AHPC requirements for supervision will be met; AND*
- ii. Signed by the Chief Executive Officer / Chairman, Medical Board / Medical Director / Chief Operating Officer or Allied Health Director.*

I declare that

- i. The particulars, supporting information and documents submitted for the review are complete, true and accurate;**
- ii. I have read and understood the AHPC's Supervised Practice Guidelines, and have made all efforts to comply with the requirements stipulated within;**
- iii. I have completed the organisation self-assessment checklist (including its required supporting documents); and**
- iv. I agree to the inspection of my organisation/department by the AHPC as part of the review, if necessary.**

Signature:	
Name and designation:	
Date:	
Name of countersigning officer: <i>(Chief Operating Officer / Chairman, Medical Board / Medical Director / Chief Executive Officer / or Allied Health Director.)</i>	
Signature of countersigning officer:	
Date:	

READINESS REVIEW ORGANISATION SELF-ASSESSMENT CHECKLIST

Instructions:

1. Familiarise yourself with the relevant Allied Health Professions Council's (AHPC) Supervised Practice Guidelines which is available on the AHPC website at www.ahpc.gov.sg under the tab "Forms and Downloads".
2. Please ensure that all the questions in the checklist are answered, and the required supporting documents are prepared.
3. You may use existing documents or information available within your organisation as the supporting documents.
4. Please note that if you have answered 'No' to any of the questions below, your organisation would not have met the AHPC Supervised Practice requirements adequately to hire a conditionally registered allied health professional. The application **will not** be processed. **You will need to address those gaps prior to applying for a readiness review with the AHPC.**

S/N	Item	Description	Supporting document enclosed?
1	Organisation chart	To clearly demonstrate the lines of reporting and staff relationships, particularly for the allied health professionals.	Yes / No
2	Staff strength/ details	To provide the details using <u>Form SF1A</u> . Note: There must be <u>at least 2 Full time, fully registered supervisory grade staff employed by the organisation</u> who are currently in active clinical practice. The supervisory grade staff must have <u>at least 3 years of clinical practice experience in Singapore</u> in the profession for which you are applying for.	Yes / No
3	Description of services and client groups	To provide the following information: 1. Full range of services provided 2. Client groups served 3. Caseload per week for each type of service.	Yes / No

S/N	Item	Description	Supporting document enclosed?
4	Supervision plan	To provide details on the corresponding frequency and duration for each of the supervision activity that will take place throughout the whole period of supervised practice.	Yes / No

I confirmed that the organisation/ department has in place the following:

1. Orientation/ induction programme for newly hired allied health professionals. This would include information on the AHPC Code of Professional Conduct and Guidelines for delegating tasks to Therapy Support Staff (if applicable).
2. Performance review and management practices including the management of poor performers.
3. Training and professional development practice including peer review opportunities.

The duly completed forms and supporting documents are to be emailed to ahpc@spb.gov.sg.