

## FORM SF1B 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](http://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 Appendices are prepared.
3. You may use existing documents or information available within your organisation as the Appendices.
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. You will need to address those gaps prior to applying for a readiness review with the AHPC.

1	<b>Orientation</b>	
(a)	Does the organisation have an orientation programme in place for newly hired allied health professionals?  (Please provide orientation programme details as <b>Appendix A</b> )	Yes / No
(b)	Does the orientation programme cover all the areas stipulated in the APHC's Supervised Practice Guidelines?  i. The orientation materials provided to the newly hired allied health professionals includes all the items listed in section 1.2 of the guidelines. ii. A briefing is given to the newly hired allied health professionals covering topics listed in section 1.3 and 1.5 of the guidelines. iii. The newly hired allied health professional is formally introduced to his supervisor. iv. The newly hired allied health professionals is given an orientation tour of the department/organisation and introduced to key personnel and clinical resources in the department.	Yes / No
2	<b>Supervisor requirements</b>	
(a)	Does your organisation have at least 2 fully registered supervisory grade staff who are currently in active clinical practice?  <b>Note:</b> The supervisory grade staff must have at least 3 years of clinical practice experience in Singapore in the profession where you intend to hire conditionally registered allied health professionals.	Yes / No

(b)	Does your organisation have supervisors (meeting the supervisory grade staff requirements in 2(a)) who are available to provide timely and direct supervision in the event the person assigned as primary supervisor is not onsite with his supervisee?  (Please provide details of the supervisory arrangements as <b>Appendix B</b> )	Yes / No
(c)	Does your organisation have at least 2 supervisory grade staff who have attended AHPC's training for supervisors on the Supervised Practice Guidelines?  (Note: A certificate of attendance is issued to Allied Health Professionals who have completed the training session.)	Yes / No
<b>3</b>	<b>Supervision requirements</b>	
(a)	Does the current supervision practice in your <u>organisation exceed the AHPC's requirements for L1 supervision intensity</u> (in the respective profession(s)) as stipulated in Table 3 and para 3.7 of the guidelines?	Yes / No
(b)	Does the current supervision practice in your organisation <u>meet the AHPC's requirements for L2 supervision intensity</u> (in the respective profession(s)) as stipulated in Table 3 of the guidelines?  (Please provide details on your organisation's supervision practices for new hires in <b>Appendix B</b> )	Yes / No
(c)	Are allied health professionals' supervision activities documented in your organisation?  (Please provide a list of supervision activities in your organisation in <b>Appendix B</b> )	Yes / No
<b>4</b>	<b>Performance Review System</b>	
(a)	Does your organisation have in place a performance review and management system for the evaluation of the allied health professionals?  (Please provide details of your organisation's performance review and management practices as <b>Appendix C</b> )	Yes / No
(b)	Is there a process to identify and manage poor performers?  (Please provide details in <b>Appendix C</b> , including remedial measures available for allied health professionals who do not meet organisational expectations in their performance review.)	Yes / No
<b>5</b>	<b>Training &amp; Development</b>	
(a)	Are there in-house trainings/learning programmes in place for peer learning and peer interaction? (e.g. Case discussions and presentations, grand ward rounds, journal clubs)  (Please provide details of the past year activities or planned activities for the upcoming year as <b>Appendix D</b> )	Yes / No
(b)	Are there policies to support continuing education and training for allied health professionals' professional development?  (Please provide details in <b>Appendix D</b> )	Yes / No

6	<b>Management of Complaints</b>	
(a)	Is there a system in place to investigate and manage complaints and adverse feedback received against allied health professionals?  (Please provide details as <b>Appendix E</b> )	Yes / No