Supervised practice plan

Updated February 2019

Midwife

Objectives

The Supervised practice plan (SPP) is an agreement between the Nursing and Midwifery Board of Australia (NMBA), 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 *Supervision guidelines for nursing and midwifery*.

The SPP should reflect a balance between the need for the supervision, the midwife’s current level of training, competence and scope of practice, and the position in which the supervisee will be practising.

Developing a supervised practice plan and setting reporting requirements

A SPP completed by the supervisor in consultation with the midwife under supervision is to be submitted to the relevant state or territory board of the NMBA together with an application for registration.

In the event that the nurse and/or midwife does not have a SPP at the time of application for registration, the plan is required within fourteen (14) days of the supervisee gaining a supervised practice/program agreement/contract where supervision is a requirement for registration.

In completing the SPP, the individual circumstance of the midwife under supervision should be taken into account, including the:

* anticipated duration of the supervision period
* nature of supervision
* reporting requirements, and
* period for review if it varies from the standard periods outlined in the supervision levels indicated in the [Supervision guidelines for nursing and midwifery](http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Codes-Guidelines.aspx#reentry)

The starting level of supervision, and the progression through the levels of supervision, will be determined through approval by the relevant state or territory board of the NMBA of the individual’s SPP, and application assessment, as agreed by all parties.

When a supervised practice plan needs to be completed

The SPP needs to be completed and forwarded to the relevant state or territory board of the NMBA prior to practice or within fourteen (14) days after commencing practice[[1]](#footnote-1).

Content of a supervised practice plan

The content of the SPP should reflect the learning and development needs of the supervisee. It should be consistent with the *Midwife standards for practice* and *Code of conduct for midwives*.

The relevant state or territory board of the NMBA may require justification of the content of a SPP.

The supervisor can submit to the relevant state or territory board of the NMBA proposed modifications to the SPP during the period of the program or supervision period, supported by a competency assessment against relevant standards for practice (formative assessment and report).

The relevant state or territory board of the NMBA must approve any proposed changes to the SPP before they are implemented[[2]](#footnote-2).

If concerns are raised in the supervision reports or by the supervisor directly, the SPP will be amended by the relevant state or territory board of the NMBA as necessary.

Supervision requirements beyond registration

A SPP 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 SPP. However, the supervisor also has a responsibility to adhere to the agreement she or he enters into with the relevant state or territory board of the NMBA, and to appropriately oversee the supervisee’s practice.

Different supervision arrangements

The NMBA appreciates that there needs to be a flexible approach to supervision arrangements.

For example, a SPP may involve:

* one supervisor in a single workplace setting, or
* one supervisor across a variety of workplace settings (such as in midwifery where multiple settings may be required), 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 midwife undertaking supervised practice will need to submit the supervisors’ reports (formative and summative), against the SPP.

Where the midwife has more than one supervisor, the midwife will need to submit the principal supervisor’s interim (formative) reports and completion (summative) report for the relevant state or territory board of the NMBA to consider.

What other documents need to be completed?

If this document is being submitted at the time of a provisional registration application then additional forms are also required. Applicants are requested to follow the steps outlined in their application form. Further information is available in the [Fact sheet: Re-entry to practice](https://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/reentry-to-practice.aspx).

Supervised practice plan – Midwife

Supervisee

|  |  |
| --- | --- |
| Last name of supervisee: |       |
| First (given) name of supervisee: |       |
| Registration number: |       |
| Reason for supervision (e.g. re-entry to practice) |  |

Supervisor(s)

|  |  |
| --- | --- |
| Name of principal supervisor: |       |
| Designation: Midwife |  |
| Registration number:  |       |
| Name of secondary supervisor (if applicable): |       |
| Designation: Midwife |  |
| Registration number:  |       |
| Name of secondary supervisor (if applicable):: |       |
| Designation: Midwife |  |
| Registration number:  |       |

Purpose of supervision (tick one)

* Provisional registration/general registration with conditions for re-entry to practice - Supervised practice component only (Pathway 1)
* Condition or undertaking requiring supervision for a health, performance, or conduct matter
* Registration with conditions (e.g. internationally qualified midwife)

Section 1 – Supervision arrangements

|  |  |
| --- | --- |
| Proposed or confirmed position: |       |
| Proposed or confirmed employer: |       |
| Location(s) of supervised practice (ward/clinic/unit): |       |
| Commencement date: |       |
| Anticipated supervision completion date:[[3]](#footnote-3) |       |
| **Nominate** level of supervision and expected progression if known:(Refer to the ‘Levels of supervision’ described in the NMBA’s *Supervision guidelines for nursing and midwifery*) |
| **Levels** | **Proposed reporting frequency** |
| Level 1: |  |
| Level 2: |  |
| **Describe** how supervision is provided, including where relevant, practice areas that will be directly observed (refer to learning objectives as required):E.g. observation of midwifery care, medication administration, observations, care plans, reviews of progress notes and reports, in-service sessions etc. |

Section 2 – Supervision goals and plan

Please complete relevant sections as informed by the [Midwife standards for practice](https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx):

| **Supervision goals (individual learning objectives)** | **Supervision plan (planned activities)** |
| --- | --- |
| **Specific supervision requirement**  |
| (List the individual learning objectives) | (List planned activities) |
| **Standard 1: Promotes health and wellbeing through evidence-based midwifery practice** |
| (List the individual learning objectives) | (List planned activities) |
|
| **Standard 2:** **Engages in professional relationships and respectful partnerships** |
| (List the individual learning objectives) | (List planned activities) |
|
|

|  |
| --- |
| **Standard 3: Demonstrates the capability and accountability for midwifery practice** |
| (List the individual learning objectives) | (List planned activities) |
|
|
| **Standard 4: Understands comprehensive assessments** |
| (List the individual learning objectives) | (List planned activities) |
|
| **Standard 5: Develops a plan for midwifery practice** |
| (List the individual learning objectives) | (List planned activities) |
|
| **Standard 6: Provides safety and quality in midwifery practice** |
| (List the individual learning objectives) | (List planned activities) |
|
| **Standard 7: Evaluates outcomes to improve midwifery practice** |
| (List the individual learning objectives) | (List planned activities) |
|

Section 3 – Further areas for development

Issues to be addressed during supervision (e.g. related to supervision requirements)

| Issue | Measures to address issue | Review date |
| --- | --- | --- |
|       |       |       |
|       |       |
|       |       |       |
|       |       |
|       |       |       |
|       |       |
|       |       |       |
|       |       |
|       |       |       |
|       |       |
|       |       |       |
|       |       |
|       |       |       |
|       |       |

**Additional requirements/documents**

|  |
| --- |
|  |

Section 4 – 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.**

Signature of principal supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of principal supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who do you send it to?

All documentation should be sent to the AHPRA office in your capital city, as listed on contact us section of the AHPRA website ([www.ahpra.gov.au](http://www.ahpra.gov.au))

|  |  |
| --- | --- |
| AHPRA Nursing and Midwifery Registrations **or** Notifications(select as applicable)GPO Box 9958In your capital city (refer below) | You may contact the Australian Health Practitioner Regulation Agency on 1300 419 495 or you can lodge an enquiry at [www.ahpra.gov.au](http://www.ahpra.gov.au)  |
| Sydney NSW 2001Adelaide SA 5001 | Canberra ACT 2601Perth WA 6001 | Melbourne VIC 3001Hobart TAS 7001 | Brisbane QLD 4001Darwin NT 0801 |

For information on the Nursing and Midwifery Board of Australia refer to the website: [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)

1. An early request for extension to the relevant state or territory board of the NMBA is required if the supervised practice plan cannot be completed and submitted to the relevant state or territory board of the NMBA within a two week period [↑](#footnote-ref-1)
2. The relevant state or territory board of the NMBA retains the discretion to amend any aspect of the supervised practice plan, including the nominated supervisor [↑](#footnote-ref-2)
3. This should correlate to the period of provisional registration if applicable [↑](#footnote-ref-3)