

Supervised practice plan

Internationally Qualified Midwife

Objectives

The supervised practice plan is an agreement between the Nursing and Midwifery Board of Australia (National Board or 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 supervised practice plan should reflect a balance between the need for the supervision, the nurse or midwife's current level of training, competence and scope of practice, and the position in which the supervisee will be practicing.

Developing a supervised practice plan and setting reporting requirements

A supervised practice plan, completed by the supervisor in consultation with the midwife under supervision, is to be submitted to the relevant state and territory board of the NMBA together with an application for registration.

In the event that the midwife does not have a supervised practice location at the time of application, 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 supervised practice plan, 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*.

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

When a supervised practice plan needs to be completed

The supervised practice plan needs to be completed and forwarded to the relevant state and territory board of the NMBA prior to practice or within fourteen (14) days after commencing practice¹.

Content of a supervised practice plan

The content of the supervised practice plan should reflect the learning and development needs of the supervisee. It should be consistent with the profession's national competency standards, code of professional conduct and code of ethics.

¹ An early request for extension to the relevant state and territory board of the NMBA is required if the supervised practice plan cannot be completed and submitted to the relevant state and territory board of the NMBA within a two week period

The relevant state and territory board of the NMBA may require justification of the content of a supervised practice plan.

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

The relevant state and territory board of the NMBA must approve any proposed changes to the supervised practice plan before they are implemented².

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

Supervision requirements beyond registration

A supervised practice plan 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?

The onus rests with the supervisee to make sure the reporting requirements are met as agreed in the supervised practice plan. However, the supervisor also has a responsibility to adhere to the agreement she or he enters into with the relevant state and territory board of the NMBA, and to appropriately oversee the supervisee's practice.

Different supervision arrangements

The National Board appreciates that there needs to be a flexible approach to supervision arrangements. For example, a supervised practice plan 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).

Notwithstanding this, at the end of the supervision period, the midwife will need to submit the supervisor's completion (summative) report against the supervised practice plan.³

Where the midwife has more than one supervisor, the midwife will need to submit the principle supervisor's report for the relevant state and territory board of the NMBA to consider.

² The relevant state and territory board of the NMBA retains the discretion to amend any aspect of the supervised practice plan, including the nominated supervisor

³ Registrants completing an NMBA approved re-entry to practice program (Pathway 2), listed as an approved program of study at www.nursingmidwiferyboard.gov.au are not required to complete a formative report unless specifically requested to do so by the Board or other entity, including the education provider

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: Registered midwife(RM)/Registered nurse (RN)	
Registration number:	
Name of secondary supervisor (if applicable):	
Designation: (RM/RN)	
Registration number:	
Name of secondary supervisor (if applicable)::	
Designation: (RM/RN)	
Registration number:	

Purpose of supervision (tick one)

- ☐ Provisional registration for re-entry to practice - Supervised practice component only (Pathway 1)
- ☐ Provisional registration for re-entry to practice – Re-entry to practice program (Pathway 2)
- ☐ Condition or undertaking requiring supervision from a health, performance or conduct matter

Section 1 – Supervision arrangements

Proposed or Confirmed position:		
Proposed or Confirmed employer/education provider:		
Location(s) of supervised practice (ward/clinic/unit):		
Commencement date:		
Anticipated supervision completion date: ⁴		
Nominate level of supervision and expected progression if known: (Refer to the 'Levels of supervision' described in the National Board'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, review of progress notes and reports, in-service sessions etc.		

⁴ This should correlate to the period of provisional registration if applicable

Section 2 – Capabilities and issues specific to supervisee

Strengths of supervisee	Weaknesses of supervisee

Issues to be addressed during supervision (e.g. related to supervision requirements, identified weaknesses, areas for development)

Issue	Measures to address issue	Review date

Section 3 – Supervision goals and plan

Please **complete relevant sections** as informed by the **relevant domains** in the *National competency standards for the midwife*⁵:

Supervision goals (individual learning objectives)	Supervision plan (planned activities)
Specific supervision requirement	
(List the individual learning objectives)	(List planned activities)
Competency 1 - Functions in accordance with legislation and common law affecting midwifery practice	
(List the individual learning objectives)	(List planned activities)
Competency 2 Accepts accountability and responsibility for own actions within midwifery practice	
(List the individual learning objectives)	(List planned activities)

⁵ National Competency Standards are located under [Codes and guidelines](#) on the National Board website

Supervision goals (individual learning objectives)	Supervision plan (planned activities)
Competency 3 Communicates information to facilitate decision-making by the woman	
(List the individual learning objectives)	(List planned activities)
Competency 4 Promotes safe and effective midwifery care	
(List the individual learning objectives)	(List planned activities)
Competency 5 Assesses, plans, provides and evaluates safe and effective midwifery care	
(List the individual learning objectives)	(List planned activities)

Supervision goals (individual learning objectives)	Supervision plan (planned activities)
Competency 6 Assesses, plans, provides and evaluates safe and effective midwifery care for the woman and/or baby with complex needs	
(List the individual learning objectives)	(List planned activities)
Competency 7 Advocates to protect the rights of women, families and communities in relation to maternity care	
(List the individual learning objectives)	(List planned activities)
Competency 8 Develops effective strategies to implement and support collaborative midwifery practice	
(List the individual learning objectives)	(List planned activities)

Supervision goals (individual learning objectives)	Supervision plan (planned activities)
Competency 9 Actively supports midwifery as a public health strategy	
(List the individual learning objectives)	(List planned activities)
Competency 10 Ensures midwifery practice is culturally safe	
(List the individual learning objectives)	(List planned activities)
Competency 11 Bases midwifery practice on ethical decision making	
(List the individual learning objectives)	(List planned activities)

Supervision goals (individual learning objectives)	Supervision plan (planned activities)
Competency Unit 12 Identifies personal beliefs and develops these in ways that enhance midwifery practice	
(List the individual learning objectives)	(List planned activities)
Competency 13 Acts to enhance the professional development of self and others	
(List the individual learning objectives)	(List planned activities)
Competency 14 Uses research to inform midwifery practice	
(List the individual learning objectives)	(List planned activities)

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 principle supervisor: _____ Date: _____

Name of principle 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)

AHPRA Nursing & Midwifery Registrations GPO Box 9958 In 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	
Sydney NSW 2001	Canberra ACT 2601	Melbourne VIC 3001	Brisbane QLD 4001
Adelaide SA 5001	Perth WA 6001	Hobart TAS 7001	Darwin NT 0801

For information on the Nursing and Midwifery Board of Australia refer to the website: www.nursingmidwiferyboard.gov.au