

Form D: Supervision report for Chinese herbal dispensing

Supervision reports, completed by the supervisor in consultation with the practitioner under supervision, are to be submitted to the Australian Health Practitioner Regulation Agency (AHPRA) for consideration by the Chinese Medicine Board of Australia:

- as stipulated by the Board on approval of a supervised practice plan and otherwise as required by the Board
- to propose or justify changes in supervision, including level of supervision
- with applications for renewal of registration by a practitioner under supervision; and
- on conclusion of a supervised practice.

For information on reports and reporting requirements, please refer to the *Supervision requirements for Chinese Medicine*.

Supervision report details

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| Date of report: | |
| Name of practitioner under supervision: | |
| Signature of practitioner under supervision: | |
| Name of supervisor: | |
| Signature of supervisor: | |
| Reason for supervision: | |

The practitioner under supervision is suitable for ongoing registration: Yes No

Level of supervision (at time of report): Level 1 2 3 4 (please circle level of supervision at time of report)

Proposed date for next supervision report, or anticipated supervision completion date: _____

Changes recommended to the previously agreed supervised practice plan, if any, and reasons for changes: (please attach separate sheets if necessary)

Supervision report on progress

Please complete, after conducting a competency assessment.

Competency assessment

There are 3 domains. These are not graded. Only the items assembled with each domain are graded. The domains are: 1. Professional behaviour, 2. Professional Practice and 3. Professional development

Key:

- 1 = Performance is consistently below standard
- 2 = Performance is occasionally below standard
- 3 = Performance is at expected standard
- 4 = Performance is above expected standard
- n/a = not assessed

Note: a rating of 1 or 2 indicates that minimum acceptable competency has not been achieved

Scoring rules:

- Circle n/a (not assessed) only if the practitioner has not had the opportunity to demonstrate the behaviour
- If an item is not assessed it is not scored and the total score is adjusted for the missing item
- Circle only one number for each item
- If a score falls between numbers on the scale the higher number will be used to calculate a total
- Evaluate the practitioner's performance against the minimum competency level expected for a beginning/entry level practitioner

| Competency | Score | Evidence in support of score | Goals of supervision | Supervision plan |
|--|---|------------------------------|----------------------|---------------------|
| <p>Professional Behaviour</p> <p>1. Demonstrates ethical, legal and culturally sensitive practice</p> <p>2. Demonstrates an understanding of patient/client confidentiality, rights and consent</p> <p>3. Demonstrates knowledge of obligations in Standards, Codes and Guidelines</p> | <p>1 2 3 4 n/a</p> <p>1 2 3 4 n/a</p> <p>1 2 3 4 n/a</p> | | | Planned activities: |
| <p>Professional Practice</p> <p>4. Knowledge of the theories, principles and practices underlying CM formulations, including the various methods of processing Chinese herbs (<i>pao zhi</i>)</p> <p>5. Ability to identify herbs and knowledge of their characteristics, safety and efficacy</p> <p>6. Demonstrates adequate competency in Chinese language terminology</p> <p>7. Demonstrates correct storage, handling, dispensing, packaging and labelling of herbs and herbal formulae</p> | <p>1 2 3 4 n/a</p> | | | Planned activities: |

| Competency | Score | Evidence in support of score | Goals of supervision | Supervision plan |
|---|-------------|------------------------------|----------------------|---------------------|
| 8. Knowledge of potential interactions with other therapeutic products (including other Chinese herbs and pharmaceuticals) | 1 2 3 4 n/a | | | |
| 9. Effectively and appropriately communicates with clients, which supports the appropriate and/or indicated use of medicines | 1 2 3 4 n/a | | | |
| 10. Appropriately minimise risks related to dosage, preparation and administration of herbs. Including risks related to excessive consumption or sensitivity (e.g. gastro-intestinal, skin) | 1 2 3 4 n/a | | | |
| 11. Maintains good stock management and dispensing records in accordance with the guidelines for <i>Safe Chinese Herbal Medicine Practice</i> | | | | |
| 12. Appropriately refers to or communicates with other relevant health professionals (e.g. prescribers) | | | | |
| Professional Development | | | | Planned activities: |
| 13. Demonstrates commitment to learning | 1 2 3 4 n/a | | | |

| Learning objectives listed in supervised practice plan | Progress in achieving goals 1. Met 2. Not yet met but achievable 3. Not met and not achievable ¹ |
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| Emerging issues or problems (if applicable) | Measures to address emerging issues or problems |
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¹ Supervisors should contact the Board as soon as practical if the learning objectives are not achievable

Summary statement on performance during this period of supervision and ongoing recommendations for further supervision

Who should the practitioner under supervision and supervisor contact with any queries?

The Australian Health Practitioner Regulation Agency (AHPRA) office in the relevant state or territory will be the ongoing liaison point in the approval of the supervised practice plan and during the period of supervision. Contact details are listed on the AHPRA website at www.ahpra.gov.au.