

Supervised practice program for medical radiation practitioners

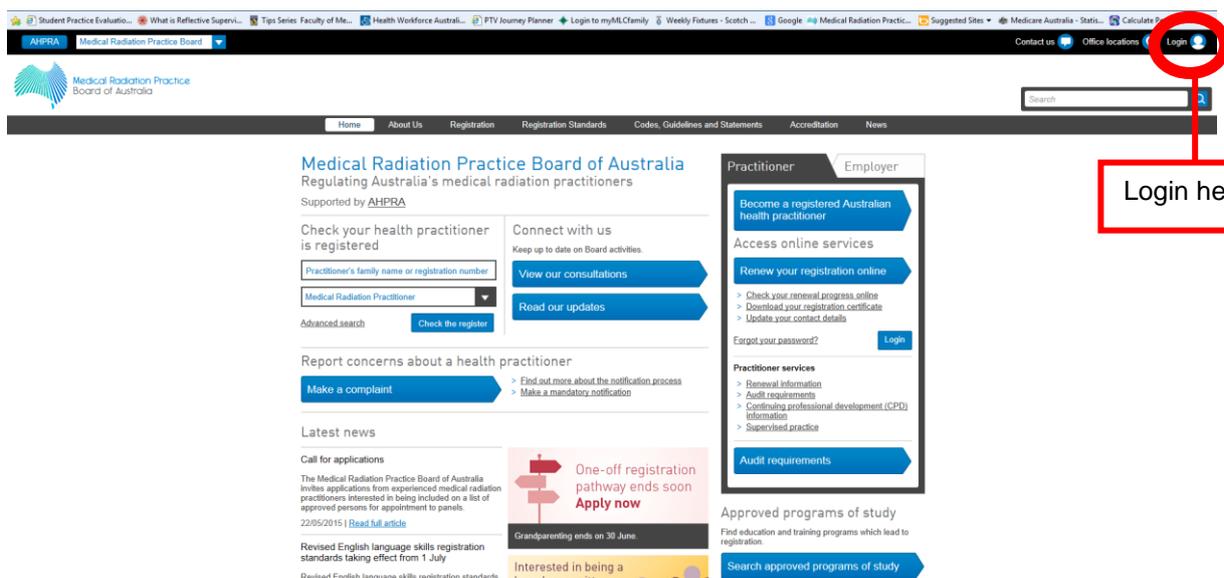
Supervised Practice Assessment Reports

Principal supervisors are required to provide at least four progress reports throughout a supervised practice year-long program. These reports will provide an assessment of the practitioner's progress, measured against the Professional capabilities for medical radiation practice and are submitted by the principal supervisor at the end of each 12 week period. Supervisors will receive a reminder from AHPRA when reports are due.

Instructions for completing and submitting assessments

The principal supervisor must complete the following step to submit assessments:

1. Print the relevant template from the [Board's website](#) for use in discussions with the supervised practitioner and other supervisors. DO NOT submit a printed form.
2. Discuss progress with the practitioner and other supervisors either prior to completing the report or prior to submitting.
3. Log-in to the practitioner services area of the Board's website.



The screenshot shows the homepage of the Medical Radiation Practice Board of Australia. The navigation menu includes Home, About Us, Registration, Registration Standards, Codes, Guidelines and Statements, Accreditation, and News. The main content area is divided into sections for 'Practitioner' and 'Employer'. The 'Practitioner' section includes options to 'Become a registered Australian health practitioner', 'Access online services', 'Renew your registration online', 'Check your renewal progress online', 'Download your registration certificate', 'Update your contact details', 'Forgot your password?', 'Login', 'Practitioner services' (Renewal information, Audit requirements, Continuing professional development (CPD) information, Supervised practice), and 'Audit requirements'. The 'Employer' section includes 'Approved programs of study' and 'Search approved programs of study'. A red circle highlights the 'Login' button in the top right corner, and a red box with the text 'Login here' is positioned below it.

Online Services

Online Services ►

For Health Practitioners:

- Renew your registration [\[?\]](#)
- Download your registration certificate [\[?\]](#)
- Apply for a Certificate of Registration Status (CoRS) [\[?\]](#)
- Update your contact details
- Check the status of your registration

Note: Health practitioners with Limited or Provisional registration cannot renew online because of extra information requirements.

For Employers:

- Check employee registration status [\[?\]](#)
- Convert legacy registration numbers [\[?\]](#)
- Update your contact details

Note: If you are an employer of health practitioners but do not have a login, please use our [online enquiry form](#) to make a request.

Login

User ID: [\[?\]](#)

Date of Birth:

- Day - - Month - - Year -

Password:

Login

[Forgot your password?](#)

4. Select 'Supervised practice assessment reports' menu.

Home About National Boards **Registration** Education Notifications & Outcomes Publications News

Home » Registration » Supervisor Services

Supervisor Services

Registration ▼

Registers of Practitioners	+	The public has the right to expect delivery of competent, ethical and contemporary health services at all times, including from practitioners who are practising under supervision. Supervisors play a key role in overseeing the development of the competencies required for safe and effective practice in the profession. Appropriate supervision provides assurance to the Board and the community that services provided by trainees are safe and of an appropriate quality.
Registration Process	+	
Registration Standards	+	
Practitioner Services	+	
Supervisor Services	-	Online services are provided to support supervisors.
> Supervised Practice Assessment Reports		
> Supervisor Information		
Employer Services	+	
Graduate Applications	+	
Graduate Applications for Registration FAQs	+	
Student Registration	+	
Provisional to General Information		
Audit		

Home » Registration » Supervisor Services » Supervised Practice Assessment Reports

Supervised Practice Assessment Reports

Registration ▾

- Registers of Practitioners +
- Registration Process +
- Registration Standards +
- Practitioner Services +
- Supervisor Services** -
- Supervised Practice Assessment Reports
- Supervisor Information
- Employer Services +
- Graduate Applications +
- Graduate Applications for Registration FAQs +
- Student Registration +
- Provisional to General Information
- Audit

This page is for principal supervisors to submit assessment reports for each of their approved supervised practitioners. Assessment reports must be submitted through this online page.

Please only complete and submit assessment reports as they become due.

You must allocate sufficient time to complete and submit this assessment report in one sitting. For security reasons, after 15 minutes of inactivity the report will timeout without notice. While still visible, the form cannot be saved or submitted, so do not add further information. You should cancel and restart the report and may need to login again.

For more information about submitting the assessment reports, please refer to the [instructions for submitting assessment reports](#) (552 KB,PDF), [Word version](#) (874 KB,DOCX)

Report templates

[Template forms](#) are available to be printed and used in discussions with the supervised practitioner and other supervisors.

Advice for supervisors within clusters

If you are a principal supervisor of a practitioner within a cluster, please ensure you only complete and submit reports when the practitioner has practised at your site.

Practitioner reports [Expand all](#) | [Collapse all](#)

▸ [Redacted] [Expand](#)

Online Services

Public

[Register of Practitioners](#)

Secure Services

[Renew Registration](#)

[Amend Contact Details](#)

[Change Password](#)

5. Expand the details for the relevant practitioner/s and select the report to complete and submit. Please ensure your browser allows pop-ups as the online form will open in a new window.

Report templates

[Template forms](#) are available to be printed and used in discussions with the supervised practitioner and other supervisors.

Advice for supervisors within clusters

If you are a principal supervisor of a practitioner within a cluster, please ensure you only complete and submit reports when the practitioner has practised at your site.

Practitioner reports [Expand all](#) | [Collapse all](#)

▸ Miss [Redacted] [Expand](#)

▸ Mrs [Redacted] [Expand](#)

▾ Mr [Redacted] [Collapse](#)

Report	Due Date	Status
Report 1	27/04/2015	Completed
Report 2	20/07/2015	Complete and submit
Report 3	12/10/2015	Complete and submit
Report 4	04/01/2016	Complete and submit

▸ Mrs [Redacted] [Expand](#)

6. Complete the online form. All fields are mandatory and you will be prompted if any answers are not completed.

You must allocate sufficient time to complete and submit this assessment report in one sitting. After 15 minutes of inactivity the report will timeout without notice.

While still visible, the form cannot be saved or submitted, so do not add further information. You should cancel and restart the report and may need to login again.

Supervised practice assessment report

Instructions

This form is for assessing and reporting the progress of medical radiation practitioners undertaking the supervised practice program. It is to be completed by the principal supervisor at the completion of 36 weeks of supervised practice. The quarterly reports submitted during the supervised practice program will contribute to the assessment of the practitioner's application for general registration with the Medical Radiation Practice Board of Australia. It is important that the principal supervisor refers to the Board's [Supervised practice registration standard](#) and the [Supervised practice program guide](#) before completing this assessment report.

You must discuss the assessment with the supervised practitioner prior to submitting. The completed assessment report should be submitted within 14 days of the due date.

NOTE: All fields in this report are mandatory.

This report must be completed in one sitting.

You must allocate sufficient time to complete and submit this assessment report in one sitting. After 15 minutes of inactivity the report will timeout without notice. While still visible, the form cannot be saved or submitted, so do not add further information. You should cancel and restart the report and may need to login again.

Supervision details

Name of supervised practitioner: Mrs [REDACTED]

Supervised practitioner registration number: MR [REDACTED]

Name of principal supervisor: Mr [REDACTED]

Principal supervisor registration number: MR [REDACTED]

Date of report: 4 June 2015

Total weeks completed in program (excluding leave taken): weeks

No of weeks worked during third period (usually 12 weeks): weeks

Leave taken during third period (weeks): weeks

This information is pre-populated

Domains for assessment

Professional capability is a reflection of how a practitioner applies their professional judgement, decision-making skills and experiential knowledge to apply their scientific knowledge, practical skills and ability in any given situation. It is recognised that a practitioner's capability will expand and improve as they gain professional experience over the duration of their program of supervised practice.

Meeting expectations

For a supervised practitioner to be assessed as meeting expectations by the end of period three they:

- rarely require direction and mostly work within expected timeframes for practices or treatments
- rarely require assistance to apply knowledge of clinical understanding and knowledge of the domain, and
- take primary responsibility for their practice, including individual patient/clients.

Limited progress

The supervised practitioner is not demonstrating the expected level of capability in some elements of the domain. Minor changes to the supervision implementation plan are likely to allow the supervised practitioner to make sufficient progress over the next supervision period.

No Progress

The supervised practitioner is not demonstrating the expected level of capability in most or all elements of the domain. Major changes to the supervision implementation plan are required to allow the supervised practitioner to make sufficient progress over the next supervision period.

1. Professional and ethical conduct

1.1 Practises in an ethical and professional manner, consistent with relevant legislation and regulatory requirements.

1.2 Provides each patient/client with an appropriate level of dignity and care.

1.3 Assumes responsibility, and accept accountability, for professional decisions.

1.4 Advocates on behalf of the patient/client, when appropriate within the context of the practitioner's particular division of registration.

Meeting expectations

Limited progress

No progress

7. If you select limited or no progress, space will be provided for you to provide details

Meeting expectations
 Limited progress
 No progress

5. Practice in medical radiation sciences

5.1 Applies their understanding of anatomy, physiology and pathology appropriate to their division of registration.
5.2 Applies principles of medical radiation physics and instrumentation.
5.3 Uses patient information management systems appropriately.
5.4 Confirms the procedure according to clinical indicators.
5.5 Assesses the patient/client's capacity to receive care.
5.6 Delivers patient/client care appropriate to their division of registration.
5.7 Manages and manipulates 3D datasets for diagnostic image production.
5.8 Applies knowledge of pharmaceuticals relevant to their division of registration.

Meeting expectations
 Limited progress
 No progress

Detail the reasons for assessment: What specific practice areas within the domain need to be addressed?

/ 2000 characters limit

Detail the changes needed to the supervision plan for the practitioner to make sufficient progress over the next supervision period

/ 2000 characters limit

Capable
 Meeting expectations
 Limited progress
 No progress
 Not performed

Overall assessment

Is the supervised practitioner suitable to continue in the program?

Yes
 No

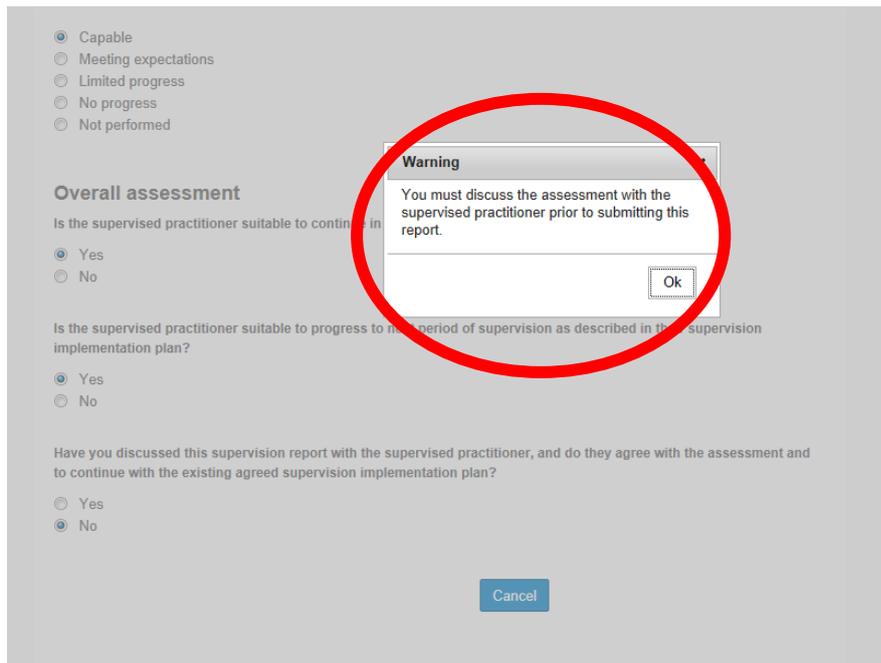
Is the supervised practitioner suitable to progress to next period of supervision as described in their supervision implementation plan?

Yes
 No

Have you discussed this supervision report with the supervised practitioner, and do they agree with the assessment and to continue with the existing agreed supervision implementation plan?

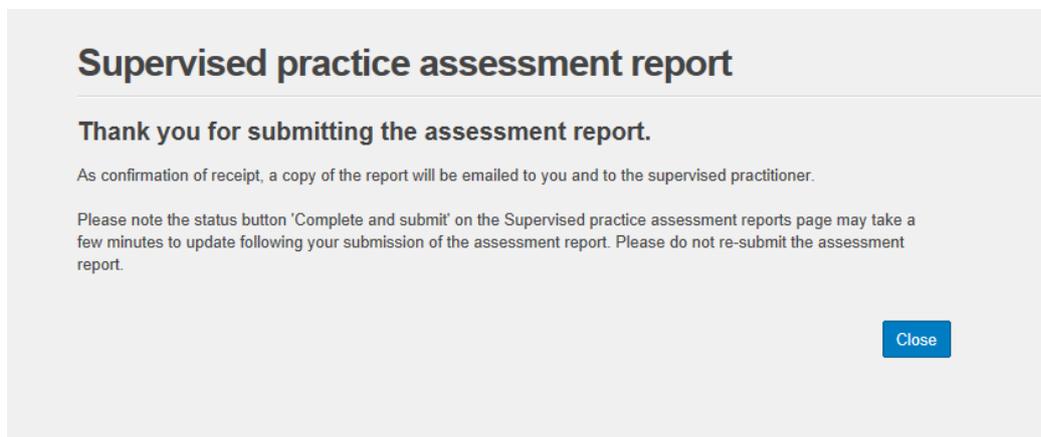
Yes
 No

8. When all answers are complete, click the submit button. You must discuss the assessment with the practitioner before submitting.



The screenshot shows a web form for a supervision assessment. At the top, there are five radio button options: 'Capable' (selected), 'Meeting expectations', 'Limited progress', 'No progress', and 'Not performed'. Below this is the 'Overall assessment' section with three questions, each with 'Yes' and 'No' radio button options. The first question is 'Is the supervised practitioner suitable to continue in...?' with 'Yes' selected. The second question is 'Is the supervised practitioner suitable to progress to next period of supervision as described in the supervision implementation plan?' with 'Yes' selected. The third question is 'Have you discussed this supervision report with the supervised practitioner, and do they agree with the assessment and to continue with the existing agreed supervision implementation plan?' with 'No' selected. A blue 'Cancel' button is at the bottom. A white warning dialog box is overlaid on the form, with a red circle around it. The dialog box has a title 'Warning' and the text 'You must discuss the assessment with the supervised practitioner prior to submitting this report.' and an 'Ok' button.

9. A copy of the assessment report will be returned to the principal supervisor and any co-supervisors as confirmation of receipt and sent to the supervised practitioner for their records.



The screenshot shows a confirmation message titled 'Supervised practice assessment report'. The text reads: 'Thank you for submitting the assessment report. As confirmation of receipt, a copy of the report will be emailed to you and to the supervised practitioner. Please note the status button 'Complete and submit' on the Supervised practice assessment reports page may take a few minutes to update following your submission of the assessment report. Please do not re-submit the assessment report.' A blue 'Close' button is located at the bottom right.

For further information, refer to the [Board's website](#) or email mrpsupervisedpractice@ahpra.gov.au