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.
4. Select ‘Supervised practice assessment reports’ menu.
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.
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.
7. If you select limited or no progress, space will be provided for you to provide details.
8. When all answers are complete, click the submit button. You must discuss the assessment with the practitioner before submitting.

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.

For further information, refer to the Board’s website or email mrpsupervisedpractice@ahpra.gov.au