

HEALTH PROFESSIONS LICENSING AUTHORITY	
TITLE: Retrospective Recognition of Supervised Practise Hours Policy	
DATE: 16 August 2004	REVIEW: 16 August 2005
BOARD: Psychologist Board of the Northern Territory	

PURPOSE

To clarify the Board's policy on retrospective recognition of supervised practice hours and the requirements as stated in the Board's Supervised Practice Policy.

To ensure the Board addresses applications for retrospective recognition of supervised practice hours in a consistent and fair manner.

ASSOCIATED POLICIES

This policy should be read in conjunction with the Board's Supervised Practice Policy.

BACKGROUND

1. Initial Registration

Section 2.2 of the Supervised Practice Policy states that 'the Board is only able to approve the commencement date of a Conditional Registrant's Supervised Practice Plan from the actual date of Conditional Registration'.

2. Change of Supervisor

Section 6.3 of the Supervised Practice Policy refers to the Conditional Registrant's responsibility to 'notify the Board of a change of Supervisor within 28 days (4 weeks) of cessation of supervision with a Supervisor' and 'to present a new Supervised Practice Plan to the Board within 28 days of commencement of supervision with the new supervisor.'

3. Temporary Cessation of Supervised Practice Plan

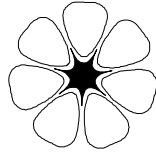
Section 6.3 of the Supervised Practice Policy states 'If a Conditional Registrant ceases practising in the profession or being supervised for more than 28 days the Registrant must submit a Statement of Incomplete Supervision to the Board within 28 days of the date of the cessation.'

'Should a Conditional Registrant have a break of more than one year from supervised practice the Board may, at its discretion, decide not to credit supervised practice completed previously.'

PROCEDURE

The HPLA staff:

- Date stamp all applications (the Supervision Plan) for retrospective recognition of supervision on the day it is received;
- The Registrations personnel will identify applications (the Supervision Plan) for retrospective recognition of supervision;
- Supervision Plans will be forwarded to the Board's Adviser within two working days if all other documentation is in order;
- Notify the Board of applications for retrospective recognition of supervision and the comments of the Board's Adviser within 4 weeks of them being received by the Board.



- Will forward a standard letter to Conditional Registrants to practitioners who notify the Board of a temporary cessation of practice, that alerts them to the requirements of section 6.32 of the Supervised Practice Policy.

Board's Adviser

- The Board's Adviser will complete the assessment within two weeks or another reasonable timeframe as negotiated by the HPLA personnel with the Adviser

Board

- The Board will address applications for retrospective recognition of supervision as a priority. However, it seeks to encourage Conditional Registrants to make application to the Board for approval of supervised practice plans and provide the required reports in a prospective rather than retrospective manner.

POLICY STATEMENTS

Policy Statement 1.

The Board will only recognise supervised practice from the period the applicant was conditionally registered.

Policy Statement 2.

The Board can only retrospectively recognise supervised practice for a maximum of 28 days (4 weeks) from the date the request for recognition of supervised practice hours was received by the Board. The Conditional Registrant must submit well-documented evidence of prior supervision to the Board.

Policy Statement 3.

The Board may determine to recognise supervised practice for a maximum of 28 days from a date other than the date the application is received by the Board. This will be considered in extenuating circumstances such as, but not limited to, paperwork not received by the Board, but the Conditional Registrant is able to prove no fault, or the Conditional Registrant is able to submit well-documented evidence of appropriate prior supervision."

The pre-requisite for the Board to consider retrospective recognition of supervised practice is for the Board to be notified of the changes/issues in relation to hours of supervised practice within 28 days of the change occurring (as per 6.3 of the Supervised Practice Policy).