



PSYCHOLOGISTS BOARD OF NORTHERN TERRITORY

Supervised Practice Policy and Guidelines

Conditional Registrants and Supervisors

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The Supervised Practice Policy is administered on the Psychologist Board's behalf by the Health Professions Licensing Authority, Northern Territory. Electronic copies of this document and / or its associated forms are available by contacting the Policy & Research Officer at the address below.

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Supervised Practice Policy, FORMS for Conditional Registrants and Supervisors

PART 1. INTRODUCTION

1.1 Role and Functions of the Psychologists Board

The Psychologists Board (the Board) of the Northern Territory is established under the *Health Practitioners Act 2004* (the Act). The Act commenced on 14 May 2004. The Board meets every second or third month and on an as needs basis.

The Board was established to protect the public's health and interest. The Board's functions are stipulated pursuant to Section 10 of the Act including:

- Administer the scheme of registration of psychologists;
- Monitor the standard and provision of health care services of psychologists;
- Monitor the competence of psychologists;
- Provide guidance on clinical conduct and ethical matters to psychologists;
- Initiate investigations of complaints made against practitioners and initiate investigations into other matters that are prescribed;
- Prosecute offences against this Act that relate to psychologists;
- Accredite courses for entry into the category of psychology;
- Accredite educational institutions to conduct psychology courses, and
- Advise the Minister on other matters relating to the Act.

The Psychologists Code

Section 12 of the Act refers to the establishment of a Code. The Board has adopted policies and guidelines for the purpose of providing practical guidance to psychologists. Collectively the Board's policies and guidelines are known as the 'Psychologists Code'. The 'Supervised Practice Policy' (the Policy) and its Forms for Conditional Registrants and Supervisors form part of the Code. The Act provides that a breach of the Code equates to a breach of the Act and as such the Board may take disciplinary action.

1.2 Registration

Current Registration with the Board is a pre-requisite for practising as a Psychologist in the Northern Territory. Registrants are required to hold an annual practising certificate and apply for renewal of registration every year.

Applicants who do not hold current registration in any Australian or New Zealand jurisdiction must meet the registration requirements addressed in sections 20, 21, 22 of the *Health Practitioners Act*. Registration will be granted when a Psychologist fulfils all the requirements for registration. An applicant will be granted interim, full or conditional registration as appropriate.

Psychologists who hold current full or limited registration in another Australian or New Zealand jurisdiction may seek registration in the Northern Territory pursuant to the *Mutual Recognition Act*.

Psychologists who are required to undertake a period of supervision are required to hold current Conditional Registration and display their Annual Practising Certificate in a public and secure place within their area of practice.

1.2.1 Full Registration

Section 20 (3) of the *Health Practitioners Act 2004*, states that a person may only apply to be registered in a category of registration if the person:

- (a) Has successfully completed an accredited course in the category of registration or enrolment in the Territory;
- (b) Has successfully completed a course in the category of registration or enrolment outside the Territory that the Board considers is at least substantially equivalent to an accredited course in the category of registration or enrolment; or
- (c) Has experience and training in the category of registration or enrolment that the Board considers is at least substantially equivalent to the successful completion of an accredited course in the category of registration or enrolment.

‘Entitlement to Registration Policy’ - Psychologist Board of the Northern Territory (extract only please refer to the policy)

For the purposes of Section 20(3) (above) the prescribed qualifications and experience for full registration as a psychologist are:

- (a) a PhD in psychology from an approved Australian university, not less than 50 hours of supervision and 800 hours in the practice of psychology as approved by a psychologist registration authority; or by a psychologist registration authority; or
- (b) a Masters degree in psychology from an approved Australian university, not less than 50 hours of supervision and 800 hours in the practice of psychology as approved by a psychologist registration authority ;
- (c) a 5 year degree qualification in psychology from an approved Australian university, completion of approved supervision consisting of not less than 50 hours of supervision and 800 hours in the practice of psychology over a period of at least a 1 year period approved by a psychologist registration authority; or
- (d) a 4 year degree qualification in psychology from an approved Australian university, completion of approved supervision consisting of not less than 100 hours of supervision and 1600 hours in the practice of psychology over a period of at least a 2 year approved by a psychologist registration authority; or
- (e) a qualification that is, in the opinion of the Board, substantially equivalent to the qualifications referred to in paragraph (a), (b), (c) or (d).

1.2.2 Conditional Registration

For the purposes of Section 20(3), the prescribed qualifications for conditional registration in the category of health practice of psychology are:

- (a) a PhD in psychology from an approved Australian university; or
- (b) a Masters degree in psychology from an approved Australian university ; or.
- (c) a 5 year degree qualification in psychology from an approved Australian university; or
- (d) a 4 year degree qualification in psychology from an approved Australian university; or

- (e) a qualification that is, in the opinion of the Board, substantially equivalent to the qualifications referred to in paragraph (a), (b), (c) or (d).

Those with a 4-year degree in psychology or equivalent are eligible only to complete Pathway 1 of the Supervised Practice policy.

1.3 Preparing For Supervised Practice

The Board strongly advises applicants:

- To carefully consider all aspects of the Supervision Policy;
- To select a supervisor who is best suited to supervising in your chosen area of psychological practice;
- To ensure their application is complete;
- To ensure the supervision contract and supervision plan have been thoroughly discussed with their supervisor and documented in a comprehensive manner, and
- To ensure that the supervision plan addresses each of the Competencies.

1.4 Application for Conditional Registration

To gain conditional registration in the Northern Territory, applicants are required to provide:

- (a) An Application for Registration with the original record or certified copies of their academic qualifications and other documents that are listed on the form;
- (b) evidence of employment or volunteer work in the practice of psychology;
- (c) a Supervision Contract(s) (see guide within this document and the attached forms, written in consultation with an eligible Supervisor(s) (refer section **2.10** of the Guidelines);
- (d) The Application for Approval of Supervisor(s); the Supervision Contract(s); the Job description and the Supervised Practice Plan(s).

The Board meets at least every two to three months. Be aware that an incomplete application for registration may cause delays in notification of the applicant's registration status. The Board can only recognise hours of supervision from the date conditional registration has been approved.

PART 2. SUPERVISED PRACTICE

2.1 Purpose of the Supervised Practice Policy

The Supervised Practice Policy and Guidelines informs Conditional Registrants and Supervisors of the requirements of the Board's Supervised Practice Policy. In practice, each Conditional Registrant undertakes an individual Supervised Practice Plan designed and completed by the Conditional Registrant in collaboration with the nominated Supervisor(s), and completed in accordance with the requirements of the Board's Policy. On completion of the Supervised Practice Plan a Conditional Registrant must meet all requirements to be considered eligible by the Board for full registration as a psychologist.

In order for a Conditional Registrant to meet the requirements for full registration as a Psychologist in the Northern Territory, the Conditional Registrant must attain 'competence' in defined core areas of practice, and sufficient knowledge and expertise within the profession of psychology, (the core professional Competencies of the Supervised Practice Policy). The Supervision Guidelines are designed to assist a Conditional Registrant to meet the core professional competencies through practice of the profession, formal supervision and professional development activities.

The Supervision Guidelines define the Board's requirements for the Supervised Practice Plan including:

- the content, structure and required hours for both the professional practice and the supervision components of the Plan;
- the Competencies to be addressed in the Supervision Plan;
- the methods of addressing the Competencies;
- the definition and assessment of 'competence'; and
- records to be kept and the reporting requirements.

It is essential that the Conditional Registrant and the Supervisor regularly refer specifically to Section 5.0 of the Supervised Practice Policy and Guidelines for Conditional Registrants and Supervisors.

2.2 Forms for Supervised Practice

The Supervised Practice forms guide the recording of the Conditional Registrant's progress through the period of the Supervised Practice Plan. These will assist both the Conditional Registrant and the Supervisor to ensure that an accurate record of the Conditional Registrant's supervision, professional practice and professional development activities is reflected in all supervision reports and to guide supervision meetings and the reviewing of the Supervised Practice Plan.

2.3 Objectives

The Supervised Practice Policy covers a minimum one-or two-year period of experience in the practice of the profession for Conditional Registrants. The Policy is designed to ensure that individuals who are granted full registration as a psychologist in the Northern Territory have achieved the standards of the practice in psychology acceptable to the profession, which operate to protect the public.

Principal objectives of the Supervised Practice Policy include:

- giving Conditional Registrants experience in, and instruction about, the practice of the profession;
- helping Conditional Registrants to develop knowledge about the practice of the profession and its theoretical underpinning;
- familiarising Conditional Registrants with the standards of ethical and professional conduct required of a Psychologist;
- enabling a Conditional Registrant to meet the requirements for full registration as a psychologist in the Northern Territory; and
- ensuring that the Conditional Registrant's suitability to practise unsupervised is assessed in a consistent manner.

2.4 Pathways for undertaking Supervised Practice

The Board approves two pathways for undertaking the Supervised Practice Plan:

Pathway 1. Conditional Registrants undertaking Pathway 1 are those engaged in:

A minimum of a two year period of approved supervised practice in the profession, undertaking a minimum of 1600 hours of professional practice of a psychological nature (in a paid or voluntary capacity) of which a minimum of 800 hours will be client contact, plus a minimum of 100 hours of approved supervision, completing a minimum of 6 sessions of directly observed practice and 60 hours of professional development activities.

or

Pathway 2. Conditional Registrants undertaking Pathway 2 are those engaged in:

A minimum of a one year period of approved supervised practice in the profession; undertaking a minimum of 800 hours of professional practice of a psychological nature (in a paid or voluntary capacity) of which a minimum of 400 hours will be client contact; plus a minimum of 50 hours of approved supervision; completing a minimum of 3 sessions of directly observed practice and 30 hours of professional development activities.

All Conditional Registrants will follow either Pathway 1 or Pathway 2 including those Conditional Registrants enrolled in postgraduate programs in psychology who also undertake practice of the profession either within or external to and independent of their approved university program.

Only Conditional Registrants who have successfully completed a 5 year degree (or equivalent as recognised by the Australian Psychological Society) or higher in psychology are eligible to complete pathway 2.

2.5 Commencement of Supervised Practice

Under the Act, the Board is able to approve the commencement date of a Conditional Registrant's Supervised Practice Plan only **from the actual date**

on which the Board approves conditional registration. Therefore, the Board will recognise hours of professional practice and/or hours of formal supervision accrued by a Conditional Registrant only **after** the date of conditional registration. The Conditional Registrant is required to state the proposed commencement date on the Supervised Practice Plan, which is subject to the Board's approval.

2.6 Period Allowed for Completion of Supervised Practice

From the date of registration: Conditional Registrants who are undertaking **Pathway 1** must complete their Supervised Practice Plan in no less than two years and within **five years**; Conditional Registrants who are undertaking **pathway 2** must complete their Supervised Practice Plan in no less than **one year and within three years**.. A Conditional Registrant may apply to the Board for an extension of the period of a Supervised Practice Plan, beyond the maximum number of years. The Board, at its discretion, may grant an extension of time for completion of the program **in exceptional circumstances**.

Practice of the profession need not be continuous over this period. However, 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. A Conditional Registrant must notify the Board if there is a temporary cessation of the Supervised Practice Plan (refer **7.**, **7.4**).

2.7 Minimum Period for Completion of Supervised Practice

Registrants who have been granted conditional registration must undertake the Supervised Practice Plan over a **minimum one or two year period** (refer 2.4) from the date of registration as a Conditional Registrant. If a Conditional Registrant completes the required hours of practice in the profession and/or the required hours of formal supervision prior to the conclusion of the minimum one or two year period, the Conditional Registrant's psychological practice must continue to be supervised, until the completion of the Supervision period, in accordance with these Supervision Guidelines, and until full registration has been granted by the Board.

2.8 Use of Title by Conditional Registrants

In the interests of informed consent, Conditional Registrants are expected to inform their clients that they are conditionally registered.

2.9 Arranging your Supervised Practice Plan

The Board recommends the following step-by-step procedure for the implementation of your Supervised Practice Plan in accordance with the principles of the Supervision Practice Policy.

1. Arrange to do work of a psychological nature, paid or unpaid, which meets the Board's definition of 'practice of the profession' for this Policy (refer **3.1**).
2. Choose an eligible Primary Supervisor (see **7.2**). This Psychologist must be able to oversee your work. If in doubt, check with the Board about his or her suitability. Keep in mind that this liaison will be long-term and it

is important to choose somebody you respect, but also with whom you feel comfortable. Workplace Supervisors, colleagues and mentors may be most suitable, particularly if they possess a depth of knowledge and interest in your area of professional training. If your Supervisor is not a fellow employee, it is essential that you obtain your employer's written permission for your Supervisor to oversee, access and discuss samples of your work. Your employer may require a confidentiality agreement to be signed.

3. Supervision Plan. In order to consider an application for conditional registration, the Board requires information on how an applicant intends to meet all requirements including achievement of competence in all 7 Competencies. This information is to be outlined in a Supervised Practice Plan. In consultation with your primary supervisor develop your Supervised Practice Plan in accordance with the requirements specified in these Guidelines (**refer 2.11**) and submit a copy, which has been signed by yourself and your supervisor, to the Board for its approval.

4. The Board suggests that a Conditional Registrant may require Secondary Supervisor(s) to ensure that a sufficient breadth and depth of psychological practice is facilitated. (refer 7.3 if a secondary supervisor is contemplated)

5. A Conditional Registrant may also contact the Board for further advice on activities approved as practice of the profession for the program.

6. Before embarking on supervision, it may be helpful to reflect on questions such as the following:

What are my professional needs and goals? Do I have a career plan or path in mind? Does it include ultimate specialisation in an area such as counselling, clinical, or organisational psychology? Does the career plan include private practice, working in a government department or in the private sector? What types of supervision would enable me to achieve the maximum gains in learning? What might I expect from supervision? What is my preferred learning style and what am I looking for in a Supervisor?

2.10 Supervision Contract

Supervision involves a special type of mentoring relationship to assist the Conditional Registrants to achieve their professional goals. A supervision relationship with a supervisor should be formalised and provide the Conditional Registrant with a professionally stimulating opportunity for growth.

The Supervision Contract is a formal arrangement between the Supervisor and the Conditional Registrant. Each should retain a copy signed by both parties and the Conditional Registrant is required to attach a copy of the Supervision Contract with the application for conditional registration.

The first meeting between the Supervisor and the Conditional Registrant precedes the formal supervision process. It should be used to determine if the Conditional Registrant and the Supervisor could work well together. This meeting is not included within the required supervision hours.

The meeting should be used to agree upon the Supervision Contract specifications and other practicalities such as:

- meeting times;
- arrangements for cancellation of meetings;
- payment arrangements;
- records to be kept;
- availability of Supervisor;
- expectations of Supervisor and Conditional Registrant;
- rights and responsibilities of both parties;
- reporting arrangements;
- processes for feedback;
- protection measures in respect of privacy, confidentiality and personal and financial advantages taken by each against the other if both parties are not in the same place of employment;
- any special provisions if the Supervised Practice Supervisor and the workplace Supervisor/Manager are one and the same;
- Arrangements with the employer for reasonable necessary access to case records and the premises for required supervision assessment actions by the Supervisor;
- Reasonable allowances for either party to occasionally change scheduled supervision; and
- policies for dealing with confidentiality and other ethical issues.

Payment for supervision.

The following information is provided to guide Conditional Registrants in some options that may be considered in relation to negotiating payment for supervision arrangements. The Board does not recommend a specific fee or alternative remuneration method for supervision.

Supervisors may charge a fee for supervision. A Conditional Registrant and Supervisor should agree upon this fee at the commencement of supervision and put this agreement in writing.

Assistance to new Psychologists is a responsibility of the profession and many approved Supervisors provide supervision at a reduced rate from their standard fee for client consultations. An organisation, which employs a Conditional Registrant as a Psychologist, may provide supervision free of charge to the Conditional Registrant, as a condition of his or her employment (GST is not applicable for Supervision).

2.11 Supervised Practice Plan

Conditional Registrants must follow the Supervised Practice Policy by way of an individual Supervised Practice Plan. This Plan must be drawn up in accordance with the Board's requirements and signed by the Conditional Registrant and the Supervisor(s). 2.11.3 provides a guide to development of the Supervised Practice Plan. Attach the job description to the Supervised Practice Plan

The Supervised Practice Plan is intended to be a living, working document for a Conditional Registrant and Supervisor, revised and amended as circumstances change, (eg addition of a Secondary Supervisor; changes in employment and/or location of psychological practice; changes in hours

worked; revision of goals, etc). Amendments to the Supervision Plan must be endorsed and dated on the Plan by the Conditional Registrant and Supervisor. The Board **must** be notified prospectively if a Conditional Registrant is changing Supervisors or ceases practising in the profession or being supervised for more than 28 days, (see Responsibilities of Conditional Registrants, **7.1**, and Responsibilities of Supervisors, **7.2 and 7.3**).

2.11.1 Content of the Supervised Practice Plan

The following information **must be included** in the Supervised Practice Plan (please refer to the next page for further details):

- Name and contact details of the Conditional Registrant, the Supervisor and any other person(s) who will be providing supervision (Secondary Supervisors);
- Period of supervision – the date proposed for commencing the plan and the expected date of completion. These dates may need to be amended to reflect the date of conditional registration as determined by the Board (commencement date may not precede the date registration was granted);
- Goals of the Supervised Practice Plan – the Conditional Registrant's own professional goals, objectives and identified training needs;
- Details of the practice of the profession to be undertaken by the Conditional Registrant, including the type of practice to be undertaken, the number of hours of practice to be undertaken and the professional practice setting(s);
- Details of the supervision to be undertaken by the Conditional Registrant including the frequency of supervision, the methods of supervision to be used and the number of hours of supervision to be undertaken by each method;
- Content of the Plan - details of how the Conditional Registrant intends to address the Competencies through both practice of the profession and through supervision. It is expected that this section of the Plan will be reviewed at least every six months and amended as competence in various aspects of the Competencies is achieved;
- Responsibilities of the Conditional Registrant, the Supervisor and any Secondary Supervisor(s);
- A statement regarding authorship of publications that you have written, co-written with your supervisor(s); and
- Acknowledgment by Conditional Registrant and Supervisor(s).

Supervision Plans must be revised when supervision arrangements are altered.

2.11.2 Review of the Supervised Practice Plan

The Plan should be reviewed with the Supervisor at least every six months, the first review to be within six months after the commencement of the Plan and subsequent reviews to occur 6 monthly. Any alterations or amendments made to the Plan at the review, should be noted on the Plan (or a new Plan prepared) and endorsed by the Conditional Registrant and the Supervisor with the date of endorsement recorded. A copy of the new/revised plan should be forwarded to the Board within 28 days of revision.

2.11.3 Supervised Practice Plan Guide

- *Name and Signature (dated) of Applicant.*
- *Name and Signature (dated), contact details of Supervisor.*
- *Name and Signature (dated), contact details of Secondary Supervisor.*
- *Proposed date of commencing and completing Supervised Practice.*
- *Location(s) of supervised practice.*
- *Content of proposed supervised practice at each location – give details of the nature of the work (paid or voluntary) you will be undertaking including the client group/s targeted and the nature including hours of anticipated client contact.*
- *Attach a position description.*
- *Hours of supervised practice to be undertaken at each location (for example, full-time professional psychological practice, 38 hours per week; part-time practice, 15 hours per week).*
- *Refer to each of the competencies and outline how each competency will be achieved.*
- *Location(s) of supervision.*
- *Proposed methods of supervision and proposed hours to be undertaken by each method, (for example, meet with Supervisor for two hours of individual face-to-face supervision fortnight, plus two hours per month of group supervision with secondary Supervisor).*
- *A table that provides a quick reference to each area of practice during the Supervision plan and the total number of hours of Supervision proposed.*
- *Declaration of agreement regarding authorship of publications that you have written, co-written with you supervisor(s).*
- *Acknowledgment by Conditional Registrant:
Agreement to have in place, within 28 days of changing the nominated Supervisor, a Supervised Practice Plan drawn up in accordance with 'Supervised Practice Policy for Conditional Registrants and Supervisors'.*
- *Declaration that the Conditional Registrant will practice the profession of psychology only in accordance with the requirements of the Board's Supervised Practice Policy as prescribed in the Board's document, 'Supervised Practice Policy - Guidelines for Conditional Registrants and Supervisors'.*
- *Acknowledgment by Supervisor:
Agreement to be the Supervisor for the applicant and to abide by the requirements for Supervisors as described in the Board's document 'Supervised Practice Policy – Guidelines for Conditional Registrants and Supervisors'.*

PART 3.0 PRACTICE OF THE PROFESSION

3.1 What Constitutes Practice of the Profession?

For Conditional Registrants undertaking the Supervised Practice Program 'practice of the profession' is defined as *an activity, carried out by the Conditional Registrant in a professional practice setting, involving the application of psychological knowledge, methodology, principles and techniques including, but not limited to, the following:*

- *interventions with individual clients, groups or organisations;*
- *advisory or consultancy work;*
- *teaching of psychology; and*
- *research, development and evaluation.*

Practice of the profession includes any work of a psychological nature, whether paid or unpaid, and is not limited to the practice of the profession under the restricted title of "Psychologist". The definition of practice of the profession is broad and includes both client contact and client-related activities of a psychological nature. Examples include:

- Clinical/therapeutic psychological practice activities such as assessment, counselling, psychotherapy, case consultation, case conferences, resource development, report writing and case notes, evaluation of interventions;
- Organisational/industrial psychological practice activities such as training and development, group facilitation and interventions, team meetings, human resource management, consultancy, resource development, program evaluation, report writing, consultation and liaison;
- Psychological practice activities specific to other branches of psychology, such as Sports Psychology, Forensic Psychology, Neuropsychology, Educational and Developmental psychology, Health Psychology, Community Psychology;
- Applied/action/ experimental psychological research such as development of research materials, surveys and questionnaires, conducting interviews or assessments, data analysis, writing reports; and
- Academic teaching of courses in psychology such as tutoring, lecturing and other training of students in an accredited tertiary academic setting.

Clerical tasks and staff meetings are **not** considered to be practice of the profession for the purposes of Supervised Practice.

The examples of practice of the profession given above are not exhaustive and Conditional Registrants should, when drawing up their Supervised Practice Plan consult with their Supervisor(s) to determine the components of their work which are of a psychological nature and fall within the above definition.

3.2 Content of Practice of the Profession

Practice of the profession for the Supervised Practice Plan should focus upon the core areas of knowledge and expertise within the profession contained in the 'Competencies' defined in part 5.0), and should include, within reason, a range of the tasks and activities specified under each Competency. The Supervised Practice Plan should provide a Conditional Registrant with the opportunity to gain the experience, skills and knowledge required to demonstrate competence in the defined Competencies on completion of the Supervised Practice Plan.

A Conditional Registrant should undertake a graduated range of experience in the practice of the profession appropriate to level of competence and experience, with the aim of progressively broadening knowledge and skills related to the Competencies. A Supervisor should guide a Conditional Registrant in developing professionally, to undertake less demanding work of a psychological nature before undertaking more complex psychological interventions.

In their practice of the profession, Conditional Registrants must demonstrate sensitivity to the cultural and linguistic diversity of the population and deliver culturally competent psychological services. They must demonstrate a knowledge of and respect for other cultures' value systems and authority structures and ensure that they do not act in a discriminatory manner nor condone discriminatory practices against clients on the basis of their own cultural beliefs, values or prejudices.

3.3 Required Hours of Practice of Psychology

The Board will only recognise 25% of psychological practice conducted via telecommunications. For Further details please access the 'Psychological Services via Telecommunications – Addendum to the Supervised Practice Policy', available on the Board's website or from the Board's offices.

Pathway 1

The Conditional Registrant must undertake at least **1600 hours of practice of psychology** in accordance with the Supervised Practice Policy, which must include a minimum of 800 hours of client contact.

or

Pathway 2

A Conditional Registrant must undertake at least **800 hours of practice of psychology** in accordance with the Supervised Practice Policy, which must include a minimum of 400 hours of client contact.

PART 4.0 SUPERVISION

4.1 What Constitutes Supervision?

For the purposes of these Supervision Guidelines, supervision is an interactive process between the Conditional Registrant and the Registrant's Principal Supervisor or Secondary Supervisor. It is designed to provide adequate professional development and guidance to enable the Registrant to meet the core Competencies.

Supervision can be described as a mentoring process involving regular supervision consultations between a Conditional Registrant and a Supervisor. Although direct workplace supervision is desirable and is the preferred option if available, an approved supervision arrangement does not require direct monitoring of a Conditional Registrant's work by a Supervisor on a daily basis, (in the sense of a workplace line manager). However, direct observation of a Conditional Registrant's practice by a Supervisor should occur as early as possible following the commencement of supervised practice and at various stages during the supervision process.

Given a Supervisor's duty to assess a Conditional Registrant's competence in a broad range of matters on completion of the Supervised Practice Plan, a Supervisor should have had some exposure to the full breadth of the Conditional Registrant's work.

Formal supervision with a Supervisor approved by the Board is distinguished from an academic program, personal counselling or therapy. If personal counselling is required, the Conditional Registrant should be referred to qualified individuals or institutions separate from supervision arrangements. The supervision relationship should ultimately be a trusting, satisfying, and enjoyable one, which provides a professionally stimulating opportunity to assist a Conditional Registrant to achieve professional competence.

4.2 Content of Supervision

Supervision should focus on the Competencies in which a Conditional Registrant must attain "competence" by the conclusion of the Supervision Plan (refer **5.0**). Supervision should be guided by, but not limited to, the Supervised Practice Plan.

The Supervisor should offer the following to the Conditional Registrant:

- instruction in professional ethics, techniques, methods and approaches to adequate psychological practice;
- instruction in matters of professional conduct with the public and other professionals, and
- introduction to community resources available and relevant to the needs of clients seeking psychological services.

Wherever possible, the Supervisor should demonstrate skills to the Conditional Registrant in the delivery of psychological services to clients. The Supervisor should regularly read, comment upon and discuss with them the Conditional Registrant's case notes, reports, Record of Practice and Record of Supervision.

4.3 Methods of Supervision

The standard methods of supervision approved for the Supervised Practice are:

- Face-to-face Individual supervision – defined as a meeting that is held in person between a Conditional Registrant and a Supervisor or Secondary Supervisor.
- Face-to-face Group supervision – defined as a meeting led by a Conditional Registrant's Supervisor or Secondary Supervisor with the Conditional Registrant and a maximum of four other participants.

Supervision must include **direct observation** by a Supervisor of the Conditional Registrant's psychological practice in at least **six sessions** with a client(s). The requirement for 'direct observation' can be met for example but not limited to a Supervisor observing the Conditional Registrant undertaking activities directly related to the areas of competence via:

- sitting in on client consultations;
- listening to an audiotape;
- watching a videotape, or
- Videoconferencing client consultations.

It is recommended that opportunities for direct observation be arranged at various times throughout the Supervised Practice Plan to allow observation of a range of skills in a Conditional Registrant's practice of the profession and observation of the progressive development of these skills.

- Alternative methods of supervision.

The Board has the discretion to approve, on an individual basis, alternative methods to face-to-face supervision where special circumstances exist. Alternative methods include but are not limited to the use of videoconferencing, telephone, electronic mail, facsimile or some other form of electronic communication between a Conditional Registrant and a Supervisor/Secondary Supervisor. In these circumstances the Conditional Registrant and Supervisor must ensure access to appropriate facilities for reliable and secure electronic communication.

The Board may approve the use of an alternative method if the Board is satisfied that:

- the alternative method will provide a level of supervision equivalent to that provided by the face-to-face method, and
- a Conditional Registrant cannot practicably undergo supervision by the face-to-face method for a particular reason, (for example, a Conditional Registrant is located in a rural or remote area; a Conditional Registrant or a Supervisor cannot, temporarily, undertake supervision face-to-face).

A Conditional Registrant may apply to the Board, in writing, for approval to use an alternative method of supervision. The application must state the reason for the request, the alternative method(s) proposed and the number of hours of supervision proposed to be undertaken by the alternative method (s). The Conditional Registrant's Supervisor must attach a written statement to this request stating that the Supervisor is able and willing to use the proposed alternative method(s).

The Board will advise a Conditional Registrant of the outcome of this request. Only those Conditional Registrants who have received prior written approval from the Board for the use of an alternative method of supervision will receive credit for any supervision hours completed by the use of an alternative method of supervision.

4.4 Required Hours of Supervision

Pathway 1

The Conditional Registrant must undertake at least **100 hours of supervision** under the Supervised Practice Policy in accordance with the following requirements:

100 hours, at least, must be undertaken through **face-to-face supervision meetings** (unless the Board has approved alternative methods of supervision in particular circumstances, as above).

Of these 100 hours:

A minimum of 70 hours individual face-to-face supervision sessions must be completed. Time spent by a Supervisor directly observing a Conditional Registrant's psychological practice and providing feedback to a Registrant is credited towards a Registrant's required hours of individual supervision.

A maximum of 30 hours may be completed as a participant in **group supervision** sessions (supervision group may not exceed 5 people) Group supervision must be undertaken with the Conditional Registrant's Board approved Supervisor(s). The Board may consider detailed submissions for exceeding the maximum group supervision hours on a case-by-case basis.

Pathway 2

The Conditional Registrant must undertake at least **50 hours of supervision** under the Supervised Practice Policy in accordance with the following requirements:

50 hours, at least, must be undertaken through **face-to-face supervision meetings** (unless the Board has approved alternative methods of supervision in particular circumstances, as above).

Of these 50 hours:

A minimum of 35 hours individual face-to-face supervision sessions must be completed. Time spent by a Supervisor directly observing a Conditional Registrant's psychological practice and providing feedback to a Registrant is credited towards a Registrant's required hours of individual supervision.

A maximum of 15 hours may be completed as a participant in **group supervision** sessions (not exceeding 5 people with a Conditional Registrant's Supervisor or Secondary Supervisor). The Board may consider submissions for exceeding the maximum group supervision hours on a case-by-case basis

4.5 Frequency of Supervision

A Conditional Registrant who practices the profession for more than 25 hours per week should, on average, undertake at least two hours of supervision a fortnight. A Conditional Registrant who practices the profession for 25 or less

hours per week should, on average, undertake at least one hour of supervision a fortnight.

While this frequency of supervision is recommended, it is recognised that circumstances may intervene which prevent strict adherence to this schedule (for example, illness or other unexpected absence of the Conditional Registrant or Supervisor; or Supervisor or Conditional Registrant on leave). Conditional Registrants should schedule regular supervision in accordance with the required frequency and should, where possible, attempt to re-schedule any missed supervision consultations.

4.6 Professional Development Activities

All psychologists are expected to engage in continued professional development activities relevant to their professional work throughout their professional career. The Psychologists Board requires conditionally registered psychologists during the course of their Practice Plan to complete the following:

Pathway 1

60 hours of professional development activities, or

Pathway 2

30 hours of professional development activities,

The Conditional Registrant is required to prospectively discuss the professional development activity with the supervisor, to ensure that it is relevant to a Conditional Registrant's practice or Practice Plan. A Conditional Registrant is expected to keep a record of all professional development activities of a psychological nature undertaken during their period of conditional registration in the records accompanying the six monthly reports. For credit of hours given a supervisor authorisation of a professional development activity must be given **before** the activity occurs.

Professional development activities are defined as attendance at activities such as seminars, lectures, workshops, courses, conferences or relevant Independent Study. In addition to attendance at such activities, the Board approves participation in continuing education activities via teleconference, videoconference or the Internet. The primary supervisor must prospectively approve all professional development activities. Professional development activities do not need to be conducted by a Psychologist, but the activity must be psychological in content and focus upon aspects of the core professional competencies.

PART 5.0 COMPETENCIES FOR SUPERVISED PRACTICE

On completion of a Supervised Practice Plan a Conditional Registrant's eligibility for full registration will be determined by assessment of the Conditional Registrant's competence in defined areas of knowledge, practice, and expertise within the profession of psychology, the professional Competencies.

'Competence' in a Competency is defined as *understanding of and proficiency in the competency to an extent that qualifies a Conditional Registrant to offer an independent opinion and to practise in the competency.*

The Competencies must be addressed within the Supervised Practice Plan. A Conditional Registrant is expected to undertake specific tasks and demonstrate ongoing development in as many specific skills as practicable under each competency. A Supervisor and Conditional Registrant should review the Conditional Registrant's progress on the attempted Competencies at least every six months during the implementation of the Supervised Practice Plan and prior to the writing of a Supervised Practice Progress Report and the Supervisor's Declaration (**refer to the supervision forms**).

The Board has defined seven Competencies:

1. Knowledge of the Discipline;
2. Psychological Assessment;
3. Therapeutic Intervention;
4. Research and Evaluation;
5. Communication;
6. Ethical, Legal and Professional Matters, and
7. Knowledge of Working within a Cross-Cultural Context.

Guidelines follow: Training in the Competency, (the areas to be addressed by a Conditional Registrant during the Supervised Practice Plan); Demonstration of competence, (the skills and knowledge required to attain competence in the Competency); and Assessment of competence, (the tasks to be undertaken by a Conditional Registrant in order to demonstrate competence).

The Competency requirements should be able to be met within any setting where a Conditional Registrant engages in approved practice of the profession (eg clinical, forensic, educational, counselling, organisational, personnel, community, health, sports psychology).

5.1 Competency 1 - Knowledge of the Discipline

This competency is concerned with the knowledge base in the discipline of psychology required for adequately investigating, describing, explaining, predicting and modifying human behaviour, cognition and affect.

5.1.1 Training in the Competency

During Supervised Practice, Conditional Registrants should seek opportunities to develop their knowledge as widely as possible in the following **core subject areas**. A Conditional Registrant should focus on how the theoretical and empirical literature in these core subject areas assists with adequately investigating, describing, explaining, predicting and modifying human behaviour, cognition and affect.

The core subject areas are:

- Social and organisational psychology;
- Lifespan and developmental psychology;
- Basic psychological processes (cognitive processes; perceptual processes; psychophysical and/or neuropsychological processes);
- Intercultural and indigenous psychology;
- History of psychology and its theories; and
- Abnormal psychology.

5.1.2 Demonstration of Competence

To have achieved sufficient competence in Knowledge of the Discipline the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.1.3** below, satisfactory knowledge of:

- Psychological and psychophysiological theories and models;
- Empirical evidence of the theories and models;
- The major methods of psychological enquiry;
- The interplay between the discipline and practice of psychology across a range of settings; and
- Sufficient capacity to design and plan psychological interventions of a satisfactory standard.

5.1.3 Assessment of Competence

Over the period of the Supervised Practice Plan, a Conditional Registrant must choose several target problems and **present a brief analysis of the target problem** to their Supervisor. For each target problem chosen, the Conditional Registrant must demonstrate an awareness of resources to inform contemporary practice and provide the following:

- Psychological and psychophysiological theories and models;
- Empirical evidence of the theories and models;
- The major methods of psychological enquiry;
- The interplay between the discipline and practice of psychology across a range of settings;
- Sufficient capacity to design and plan psychological interventions of a satisfactory standard, and.
- Plan of an appropriate intervention for the target problem, supported by the knowledge demonstrated above.

A Conditional Registrant may choose to present the analyses of their target problems in a number of ways agreed upon by a Supervisor and the Conditional Registrant, (for example, via an oral presentation to the Supervisor in an individual or group supervision meeting or via a case discussion).

It is important that as many core subject areas are covered as possible, given employment and resource opportunities. A particular target problem chosen by the Conditional Registrant may be relevant to only one or two of the core subject areas defined above or may cover all six. However, it is important that the range of target problems chosen by a Conditional Registrant covers as many as possible core subject areas. Conditional Registrants may choose target problems, which arise in their area of practice of the profession, where an analysis of the problem by case study or case discussion would be appropriate. Conditional Registrants should also take the opportunity to broaden their knowledge in the discipline by choosing target problems in areas of interest other than those usually encountered in their practice of the profession, where a literature review may provide an appropriate analysis.

5.2 Competency 2 - Psychological Assessment

The Competency of Psychological Assessment involves demonstrating knowledge of the organisation and planning involved in systematic psychological assessment, evaluation and problem solving. The competency includes the capacity to define a psychological problem, gather and evaluate data and implement ongoing evaluation of action taken.

5.2.1 Training in the Competency

During the Supervised Practice Plan training in this Competency should cover, but is not limited to:

- standard techniques of assessment;
- the theoretical basis for the techniques used;
- issues involved in the construction of a psychological test, including the establishment of reliability and validity and standardisation of the test;
- interpretation of test results, definition and specification of a problem and generation of appropriate hypotheses;
- appropriate use and limitations of computerised protocols;
- measurement of behaviour and attitude change;
- interviewing and history taking for the purpose of psychological assessment; and
- report writing.

Training can occur during supervision, set reading, Supervisor feedback on a Conditional Registrant's reports, etc. Training should also include observation by a Conditional Registrant of experienced practitioners conducting psychological assessments and observation by the Supervisor or a Secondary Supervisor of a Conditional Registrant's practice in conducting psychological testing and otherwise making assessments.

5.2.2 Demonstration of Competence

To have achieved sufficient competence in Psychological Assessment the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.2.3** below, satisfactory ability in:

- selecting the appropriate assessment tool (test/diagnostic system/structured interview etc);
- administering the assessment tool;
- interpreting the assessment results;
- interviewing / micro counselling skills involved in the assessment process;
- defining and specifying the problem of interest from available data;
- generating appropriate hypotheses from the available data; and
- writing informed, succinct, valid and well-organised reports.

5.2.3 Assessment of Competence

Applicants intending to undertake Pathway 2 may make a case for recognition of prior experience.

In order to have sufficient competence in Psychological Assessment at the conclusion of the Supervised Practice Plan, a Conditional Registrant must have **demonstrated competence in published current accepted standards of psychological assessment numbered 1, 2, 3, 4 and 5** below and **at least one other** of the remaining areas of psychological assessment numbered 6, 7 and 8 below:

1. Conducting a semi structured interview for the purposes of psychological assessment;
2. Administration and interpretation of at least one adult and at least one child individually administered test of intelligence;
3. Administration and interpretation of at least one major standardised non-projective test of personality;
4. Administration and interpretation of at least one major standardised non-projective psychopathological test;
5. Administration and interpretation of at least one standardised group test of intelligence, specific aptitude or reading;
6. Use and application of the current version of at least one major diagnostic system used by the profession (eg: DSM, ICD, etc);
7. Administration and interpretation of at least one major standardised Neuropsychological test, and
8. Administration and interpretation of current versions of at least two tests of specific functioning other than intelligence or personality.

5.3 Competency 3 – Therapeutic Intervention

This Competency involves the planning, design, provision and evaluation of clinical psychological services. It includes establishing a professional relationship with a client, exploring the nature of a client's problem and choosing appropriate strategies to assist a client to resolve the problem.

5.3.1 Training in the Competency

Over the period of the Supervised Practice Plan a Conditional Registrant should receive training in and become familiar with a range of intervention techniques and strategies for both individuals and groups, including the theoretical bases of these techniques and strategies and the implementation of interventions. The range of intervention approaches may include, but is not limited to: behaviour modification; cognitive behavioural approaches; psychodynamically oriented formulations; family systems approaches; counselling; and organisational interventions.

Training can occur during supervision through:

- the discussion of case material; observation (directly or by videotape or audiotape) by a Conditional Registrant of a Supervisor planning and delivering interventions;
- interviewing and counseling clients, and
- observation by a Supervisor of a Conditional Registrant planning and delivering interventions; discussions of set reading, etc.

A Conditional Registrant should also broaden knowledge of intervention strategies and techniques, particularly those not encountered in a Conditional Registrant's or Supervisor's regular psychological practice, by undertaking professional development activities such as workshops and seminars or independent study.

5.3.2 Demonstration of Competence

To have achieved sufficient competence in Therapeutic Intervention the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.3.3** below, satisfactory ability in:

- negotiating a treatment or service contract;
- designing, implementing and evaluating psychological interventions to achieve the best possible outcomes, and
- a range of intervention skills consistent with areas of psychological practice.

5.3.3 Assessment of Competence

Over the period of the Supervised Practice Program a Conditional Registrant should present the Supervisor with a brief report of **at least 6 Problems**.

Situations in which he/she has intervened, using a range of different intervention techniques.

A. For each Problem Situation chosen, the Conditional Registrant is encouraged to provide, but not limited to the following:

- Brief description of the Problem Situation and/or Target Behaviour;

- List of stakeholders in the intervention;
- Psychological assessment used and hypotheses formed;
- Intervention Plan or Individualised Treatment Plan or Negotiation of Service Contract;
- Technique / Methodology / Therapeutic intervention used;
- Nature of involvement (Therapist / Consultant / Trainer, etc.);
- Brief description of strategies used to manage relationships with the client, other professionals and other stakeholders, and
- Brief description of the outcome of the intervention including the changes implemented and the method of evaluation used.

In working in a consultative sense, a Conditional Registrant should demonstrate competence in clarifying concerns, sensitively negotiating responsibilities for action and, in general, working collaboratively with others to develop strategies for change. A Conditional Registrant should demonstrate recognition of problems outside his/her range of experience and skills and arrange referral as appropriate.

B. In order for a Supervisor to assess a Conditional Registrant's micro-counseling skills in implementing interventions the Supervisor should observe (directly or by videotape or audiotape) the Conditional Registrant's intervention with clients in a minimum of one, (more if possible) of the Problem Situations presented.

5.4 Competency 4 - Research and Evaluation

This Competency involves the skills required to utilise and evaluate the body of knowledge underlying the science and practice of psychology.

5.4.1 Training in the Competency

During the Supervised Practice Plan a Conditional Registrant should gain experience in literature searches and surveys, in the techniques of action research and the use of program evaluation to review effectiveness. It includes the capacity to:

- plan, conduct and evaluate programs
- identify and define research problems;
- conduct research investigations;
- evaluate research findings, and
- communicate evaluation and research outcomes.

5.4.2 Demonstration of Competence

To have achieved sufficient competence in Research and Evaluation the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.4.3** below, satisfactory ability in:

- data collection, critical analysis and interpretation skills;
- evaluation skills, and
- communication skills.

5.4.3 Assessment of Competence

A Conditional Registrant must present a Supervisor with at least **one critique in an area relating to a current area of psychology debate** and at least **one report of an evaluation**, either of a program or of a psychological practice or intervention that you have been conducting or been involved in. The literature search should specify any data base(s) used and include an evaluative summary.

Through the evaluation report and any other assessments determined by a Supervisor and the Conditional Registrant, a Supervisor must be satisfied that the Conditional Registrant demonstrates, as well as competence in the skills required, the motivation to ensure continual development of skills and knowledge.

5.5 Competency 5 - Communication

This Competency involves communications by Conditional Registrants with individual and organisational clients, other Registrants, other professionals and the public. The Competency recognises the importance of clearly conveying psychological ideas, assessments and opinions derived from knowledge of the discipline, research and practice.

5.5.1 Training in the Competency

Training can occur during supervision through observation (directly or by videotape or audiotape) by a Conditional Registrant of a Supervisor interviewing clients and conducting individual and group interventions, and observation by a Supervisor of a Conditional Registrant interviewing and counseling clients and conducting individual and group interventions. A Conditional Registrant should undertake professional development activities to develop communication skills and should take advantage of any opportunities for delivering professional presentations to small groups or larger audiences.

A Conditional Registrant should gain experience and skills in report writing for a variety of contexts such as:

- GP referrals; specialist referrals; forensic context, including court and pre-sentence reports; medico-legal context; work-related or organisational context.
- A Conditional Registrant should present and review (to ensure alignment with best practice) with the Supervisor reports written for a variety of contexts.

5.5.2 Demonstration of Competence

To have achieved sufficient competence in Communication the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.5.3** below, satisfactory ability in:

- establishing rapport with clients;
- oral communication skills with individuals and groups;
- writing informed, succinct, accurate and well-organised reports and other documents, and
- communicating information gained from an assessment, intervention or evaluation to all relevant persons.

5.5.3 Assessment of Competence

In order to determine **competence in oral communication** a Supervisor should assess a Conditional Registrant's communication skills with each of the following:

- client/s;
- other professionals involved in interventions with the Conditional Registrant or with the client(s);
- an employer/organisation/agency/the courts, and
- an audience or group.

To assess communication skills with clients the Supervisor should observe (directly or by videotape or audiotape) the Conditional Registrant's

intervention with a client/s on at least one occasion. A Supervisor may judge whether the Conditional Registrant is competent in oral communication skills either through direct observation of the Conditional Registrant's communication skills and/or, with the consent of the Conditional Registrant, through discussions with the Conditional Registrant's line manager, employer or agency.

In order for a Conditional Registrant to have **competence in written communication** a Supervisor must be satisfied that a Conditional Registrant is capable of independently writing reports, for a variety of contexts, to an acceptable standard. Supervisors should be satisfied that the Conditional Registrant's documentation reflects professionalism and respect for the client and others. The Supervisor should view a range of examples of reports or other documents, (eg reports of psychological assessments, interventions, research or evaluation, case notes, correspondence, intervention plans), written by a Conditional Registrant for a variety of contexts (eg GP referrals, specialist referrals, forensic context, medico-legal context, work-related or organisational context).

These examples of written communication could include letters, reports and other documentation presented to the Supervisor for assessment. In order for the Conditional Registrant's reports to be considered by the Supervisor to be of an acceptable standard, reports and other documents must be: accurate; succinct; coherent; well organised; and written in a style appropriate for the intended audience.

5.6 Competency 6 - Ethical, Legal and Professional Matters

This Competency covers the ethical and legal aspects of professional psychological practice and an ability to apply informed judgment and current scientific principles in the workplace.

5.6.1 Training in the Competency

During the Supervised Practice Plan a Conditional Registrant should become familiar with the following:

- the Australian Psychological Society Code of Ethics which has been adopted by the Psychologists Board of the Northern Territory; (for copies see www.Psychology.org.au);
- the legal requirements and Acts that guide and or regulate the practice of Psychologists in the Northern Territory, which includes but is not limited to the: *Health Practitioners Act; Community Welfare Act; Victims of Crime Act; Work Health Act*, and the *Mental Health & Related Services Act*;
- the Board's policies and as appropriate conditions for Registrants as outlined in the *Supervised Practice Policy – Guidelines for Conditional Registrants and Supervisors*, and
- other relevant State and Commonwealth Government legislation (eg Freedom of Information, Judicial Review and Privacy Legislation).

The following issues should be covered during supervision, highlighted wherever possible by practical examples drawn from a Supervisor's or a Conditional Registrant's practice of the profession or through discussion of ethical dilemmas:

- philosophical basis of professional responsibility;
- the appropriateness of relationships amongst Psychologists and between Psychologists and other professionals, employers and clients, (including adequate clarification of any financial arrangements);
- confidentiality and privacy issues;
- consent issues;
- boundary issues;
- sexual propriety;
- mechanisms for the resolution of conflict between Psychologists and professional colleagues, employers or clients;
- limits of professional competence;
- psycho-legal issues;
- role and cultural issues;
- gender and sexuality issues;
- service needs of vulnerable groups in society;
- registration issues;
- advertising and public statements;
- cross cultural issues, and
- ethical and legal implications of administrative and record keeping procedures.

In regard to the Conditional Registrant's professional development and continued education in the profession, supervision should address resources

for the development and maintenance of psychological skills including test libraries, professional bodies and post professional training facilities.

5.6.2 Demonstration of Competence

To have achieved sufficient competence in Ethical, Legal and Professional Matters the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.6.3** below, satisfactory ability in:

- record keeping, including demonstrating knowledge of the ethical and legal implications of administrative and record keeping procedures.
- recognition of the boundaries of service provision;
- understanding and working in accordance with relevant ethical and legal requirements;
- working in a responsible and autonomous way; and
- undertaking professional development and continued education in the profession.

5.6.3 Assessment of Competence

- Ethical and professional behaviour.

The Supervisor must be satisfied that a Conditional Registrant demonstrates a sound knowledge of the Australian Psychological Society Code of Ethics and Ethical Guidelines and has competence in managing and seeking appropriate advice on ethical dilemmas in the work of a practising Psychologist, specifically with regard to issues above (see 5.6.1).

- Knowledge of the legal requirements

The supervisor must be satisfied that a Conditional Registrant demonstrates a sound understanding of the practice of the profession in the Northern Territory. Eg: A Supervisor may ask the Conditional Registrant to summarise the provisions of the *Health Practitioners Act 2004*, as it applies to psychologists.

- Independently managing the Registrant's professional affairs.

A Supervisor must be satisfied that a Conditional Registrant independently and effectively manages their professional affairs, including working effectively in a responsible and autonomous way with minimal direction and instruction. In addition that the Conditional Registrant has a clear understanding of their limitations and seeks professional advice as required.

- Clarifying and negotiating the role and responsibilities of a Psychologist.

A Supervisor must be satisfied that a Conditional Registrant is competent in clarifying and negotiating his/her role and responsibilities, in consultation with other members of a team.

- Record keeping.

A Supervisor must be satisfied that a Conditional Registrant demonstrates knowledge of the ethical and legal implications of administrative and record keeping procedures, including the ethical basis of confidentiality of records and the rights of clients to information about themselves. A Supervisor must be satisfied that a Conditional Registrant understands administrative procedures in the

context of the protection of the interests of clients, professionals, agencies and the community.

A Supervisor may assess a Conditional Registrant's competence through supervision consultations or may judge whether a Conditional Registrant is competent either through direct observation of a Conditional Registrant's practice and/or, with the consent of a Conditional Registrant, through discussion with the Conditional Registrant's line manager, employer or agency.

5.7 Competency 7 - Knowledge of Working Within a Cross Cultural Context

This Competency involves aspects of indigenous and inter-cultural psychological practice and an ability to apply informed judgment and current principles in the workplace.

5.7.1 Training in the Competency

During the supervised practice plan, a Conditional Registrant must seek opportunities to develop their knowledge in ALL of the following core areas:

- Professional knowledge of policies and ethics regarding the provision of psychological services to indigenous peoples. This includes understanding the scope, limits and applications of psychology within the cross cultural context and the implications for assessment and treatment in the cross cultural context;
- Professional knowledge of policies and ethics regarding the provision of psychological services to people from a Non-English-Speaking-Background (NESB) (Understanding the scope, limits and applications of psychology within the cross cultural context);
- An understanding of the history of colonisation as it is experienced by Indigenous people;
- Understanding cultural and linguistic diversity and how this impacts on provision of psychological services;
- Understanding of trauma and separation from culture as it relates to refugees and migrants;
- Awareness of key literature e.g. “Ways Forward” – National Consultancy into the mental health of indigenous peoples; “Bringing them Home”- National Consultancy into the separation of Aboriginal and Torres Strait Islander Children from their families;
- Awareness of International human rights, national and regional policies as they relate to the provision of services to Indigenous people;
- Awareness of International human rights, national and regional policies as they relate to the provision of services to refugees and people of NESB;
- Understanding the role of interpreters, cultural brokers and avenues for accessing such services, and
- Understanding of Indigenous systems of knowledge in psychology, mental health, traditional and family relationships.

The special interest groups in psychology attached to the Australian Psychological Society include: *Aboriginal People*, *Aboriginal Issues and psychology*, and; *Psychology and Cultures*. They can be contacted through the APS.

5.7.2 Demonstration of Competence

To have achieved sufficient competence in Working Within a Cross Cultural Context the Conditional Registrant must demonstrate to the Supervisor, through the assessment tasks described in **5.7.3** below, satisfactory ability in:

- Creating environments of cultural safety when working cross culturally;

- Understanding indigenous system of knowledge and belief in the mental health arena; family systems, kinship systems and child rearing and development;
- Understanding of policy (International, National, State/Territory, APS) direction regarding provision of services to indigenous peoples and people from a Non English Speaking Background;
- Understanding limits and scope of psychological assessment and treatment regarding the provision of services to Indigenous peoples and people from a Non English Speaking Background;
- Possessing knowledge of access to specialist services to assist practitioners in delivering services to Indigenous people and people from a non-English Speaking Backgrounds;
- Demonstrating self assessment and awareness about the delivery of psychological services to indigenous people and people from a Non English Speaking Background;
- Demonstrating establishment of rapport with people from different cultural backgrounds;
- Demonstrating the ability to address mis-communication caused by cultural differences in a constructive and supportive way
- Demonstrating knowledge of valued roles, relationships and community networks of indigenous people, and people from a Non English Speaking Background;
- Demonstrating knowledge of the impact of a dominant cultural model in culturally and linguistically diverse society, and
- Demonstrating knowledge and skills in Advocacy and Brokerage for indigenous people and people from a Non English Speaking Background.

5.7.3 Assessment of Competence

The Supervisor must be satisfied that the Conditional Registrant:

- has a demonstrated understanding of policy at each level regarding services to indigenous people and people from a Non English Speaking Background;
- has attended cross cultural programs as part of professional development;
- demonstrates sufficient knowledge regarding services available to assist psychologists in their work with Indigenous people;
- demonstrates sufficient knowledge regarding services available to assist psychologists in their work with people from a Non English Speaking Background;
- demonstrates a clear understanding of the limit and scope of western psychology when practising with people from diverse cultural backgrounds, and
- The Conditional Registrant shows sufficient competence regarding indigenous systems of knowledge in the area of psychology and mental health/Social and Emotional Well-Being (historical and contemporary).

PART 6.0 Recording and Reporting Requirements

6.1 Record of Psychological Practice, Professional Development and Supervision

A Conditional Registrant must maintain a 'Log of Psychological Practice, Professional Development and Supervision' (the Log), which requires the following information:

- Dates ;
- Hours of Client Contact;
- Hours of psychological practice;
- Hours and type of professional development;
- Hours and type of professional supervision; and
- Cumulative totals of hours completed in the reporting period.

Conditional Registrants and Supervisors should also refer to section **3.1** of these *Guidelines* for a definition of practice of the profession for the Supervised Practice Program and examples of activities, which may be credited towards the required hours of professional practice for the Program.

The Conditional Registrant must present the Log to the Supervisor for signing at least monthly and at the time of reviewing the Supervised Practice Plan and preparing a Supervised Practice Progress Report. The Board requires that the Conditional Registrant also submit the Log to the Board.

The Conditional Registrant is required to prospectively discuss the professional development activity with the supervisor, to ensure that it is relevant to a Conditional Registrant's practice and/or Practice Plan. Supervisor authorisation of a professional development activity must be given **before** the activity occurs.

6.2 Record of Supervision

The Conditional Registrant must maintain a Record of Supervision, that contains the following information:

- Date and duration of supervision session;
- Name of Supervisor for that session;
- Method of supervision: individual or group, (fax, audiotape, telephone, videoconference etc, if approved);
- Brief record of content of session;
- Issues for further discussion, and
- Plans to expand knowledge and skills relevant to the Competencies.

The Conditional Registrant's must provide and overview of each supervision session in accordance with the 'Record of Supervision' form.

The Conditional Registrant must:

- complete the Record of Supervision at least monthly;
- present and discuss the record with the Supervisor;
- obtain the Supervisor's signature and comments on the record, and

- forward the records with each six monthly Supervised Practice Progress Report.

6.3 Supervised Practice Progress Report

The Supervised Practice Progress Report, is a report about a Conditional Registrant's psychological practice in accordance with the Supervised Practice Policy. A Conditional Registrant must submit a Supervised Practice Progress Report to the Board every six months, or at any other time as requested by the Board.

It is the responsibility of a Conditional Registrant to submit the six monthly Supervised Practice Progress Report, within 28 days of completing the supervision period, accompanied by the:

- Records of Supervision; and
- Log of Psychological Practice, Professional Development and Supervision.

Reminder notices will not be sent. Failure to provide the required reports, without reasonable excuse may be viewed as contravening the Psychologists Code and therefore may be viewed as professional misconduct under Section 56(2) of the Act. The Board, at its discretion may take disciplinary action

The Board may also request that a Conditional Registrant submit a Supervised Practice Progress Report at other times as determined by the Board, and a Conditional Registrant must submit the Report by the date requested by the Board. If requesting submission of a Supervised Practice Progress Report at another time, the Board must give the Conditional Registrant at least 28 days notice to submit a Report.

The following information must be included in the Supervised Practice Progress Report:

- name of Conditional Registrant and Supervisor;
- period of the Supervised Practice Plan covered by the report (eg from 1 June 2006 to 31 May 2008);
- summary of supervised practice undertaken and location of practice;
- progress towards goals expressed in the Supervised Practice Plan;
- summary of content of supervision consultations; activities, tasks and assessments undertaken; knowledge and skills demonstrated; plans for continued development of competence over the next supervision period;
- achievement or progress in an area of competency;
- issues or problematic areas in supervision and other matters to be brought to the attention of the Board;
- summary of Record of Practice and Record of Supervision detailing hours of supervision and psychological practice completed over this supervision period, and
- signatures of Conditional Registrant and Primary Supervisor and Secondary Supervisor(s) as relevant.

The Supervised Practice Progress Report must be completed in accordance with the format approved by the Board. (refer FORMS).

PART 7.0 Responsibilities of Supervisors and Conditional Registrants

7.1 Responsibilities of the Conditional Registrant

A Conditional Registrant must:

- Practice the profession in accordance with the Board's Supervised Practice Policy. Failure to comply with the Policy, so far as it relates to the requirement for supervision, provides grounds to refuse or revoke registration;
- Have a Supervised Practice Plan drawn up in accordance with the Board's requirements within 28 days of changing Supervisors and notify the Board;
- Ensure the Supervision Contract is completed for all Supervisors;
- Ensure approval of all Supervisors prospectively;
- Keep a Record of Practice and a Record of Supervision in the approved form, and present these Records to the Supervisor for signing at least monthly and at the time of reviewing the Supervised Practice Plan and preparing a Supervised Practice Progress Report;
- Prepare the 6 monthly supervision report to discuss with the Supervisor;
- In consultation with the Supervisor, review the Supervised Practice Plan every six months;
- Submit a six monthly Supervised Practice Progress Report, with attachments (Records of Supervision, Log of Psychological Practice Professional Development and Supervision). This report is to reach the Board within 28 days of the end of each six monthly period;
- Notify the Board of completion of the Supervised Practice Plan, within 28 days of completing the Plan; and
- Notify the Board of a change of Supervisors using the *Statement of Incomplete Supervision*, within 28 days of cessation of supervision with a Supervisor, and.
- Nominate a new Supervisor to the Board and draw up a new Supervised Practice Plan and new contract within 28 days of commencement of supervision with the new Supervisor. **Note that a new contract, supervision plan and nominated Supervisor must be presented to the Board and approval from the Board must be given prior to recognition of any changed Supervision arrangements.**

(Conditional Registrants are required to provide a new Supervisor with a copy of the previous Supervisor's final report. If a Conditional Registrant is reluctant to do this, the Board should be contacted for advice. A new Supervisor could request a copy of the previous Supervisor's report from the Board, and this would be released at the discretion of the Board).

Notify the Board of temporary cessation of the Supervised Practice Plan. **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.

7.2 Primary Supervisor – Eligibility, Role and Responsibilities

A Primary Supervisor:

1. must have been fully registered as a psychologist for a minimum of **2 years** (in exceptional circumstances, the Board may consider supervising psychologists who have been registered for less than two years);
2. Must be of good standing with the Psychologists Board of the Northern Territory and any other jurisdiction where registration is held;
3. must be experienced in the Conditional Registrant's field of work or professional activity;
4. is prepared to be accountable to the Board for ensuring that supervision is provided in accordance with the Board's Supervision Policy Guidelines;
5. is not a member of the Conditional Registrant's immediate family or household;
6. has not been, and is not currently, engaged in a therapeutic relationship with the Conditional Registrant,
7. has not been declared by the Board a person ineligible to supervise Conditional Registrants;
8. may be a line manager, but in this circumstance, must be committed to separating the role of line manager supervisor with the role of profession supervisor for the purposes of supervised practice;
9. must provide no less than 50% in total of the supervision, and
10. may only supervise up to four conditional registrants at any one time, unless otherwise approved by the Board.

7.3 Secondary Supervisors

Arrangements for a Secondary Supervisor can be made. However, the Conditional Registrant's Primary Supervisor has overall responsibility for the Registrant's supervision while pursuing a Supervised Practice Plan and must oversee the Registrant's Supervision Plan(s).

A Conditional Registrant's Primary Supervisor must make recommendations for the Board's approval of a Secondary Supervisor who meets the eligibility criteria outlined in **7.2**. Information regarding the addition of Secondary Supervisor including the name, contact details, and supervision responsibilities of the Secondary Supervisor, should be incorporated into the Conditional Registrant's Supervised Practice Plan and the amendment to the Plan signed by the Primary Supervisor and Conditional Registrant.

A Conditional Registrant may apply to the Board for approval of a psychologist who does not meet eligibility criterion 1 in section 7.1 above, (that is a psychologist who has held full registration or its equivalent for less than two years), to be a Secondary Supervisor. The application must include: comprehensive support for the nominated secondary supervisor from the primary supervisor; a clear rationale as to why the psychologist is the most suitable secondary supervisor, and evidence of the psychologists credentials

to provide supervision in the area of psychological practice in which supervision is to take place.

The Board may approve a Secondary Supervisor if the Board is satisfied that the Conditional Registrant would not be able to meet the requirements for supervision unless this Secondary Supervisor is approved.

The Conditional Registrant is required to complete in collaboration with the Secondary Supervisor, a Supervision Contract and if deemed necessary by the Primary Supervisor or the Board, a Supervised Practice Plan.

Refer section 2.0 of this policy in relation to both the Contract and the Supervised Practice Plan.

7.3.1 Secondary Supervisor -Not A Psychologist

Additionally the Board may, at its discretion and in special circumstances, approve a person who is not a Psychologist as a Secondary Supervisor for a particular Conditional Registrant. The Board at its discretion may approve this person to be a Secondary Supervisor if the Board is satisfied that the Conditional Registrant would not be able to meet the requirements for supervision unless this person is approved to assist the Conditional Registrant's Supervisor, provided that the person:

1. has experience, knowledge, competence, qualifications and professional attributes that will enable the person to meet the Conditional Registrant's professional development needs;
2. provides a reference, written in the last 6 months, from the workplace supervisor, attesting to the secondary supervisor's competence in the area in which he/she practices and ability to effectively supervise a conditionally registered psychologist;
3. is not a member of the Conditional Registrant's immediate family or household;
4. has not been, and is not currently, engaged in a therapeutic relationship with the Conditional Registrant, and
5. has not been declared by the Board a person ineligible to supervise Conditional Registrants.

7.3.2 Application for approval of Secondary Supervisor - Not A Psychologist

A Conditional Registrant applying to the Board for such an approval of a person to be a Secondary Supervisor should apply in writing, explaining the reasons for their request. A Conditional Registrant must attach to the request an *Approval of Secondary Supervisor* form completed by the person wishing to be considered as a Secondary Supervisor, a letter of support of the application from the Primary Supervisor and in the instance of a non psychologist Secondary Supervisor a workplace reference (refer 7.3.1). This must be accompanied by a Supervision Contract with the Secondary Supervisor and a Supervised Practice Plan or explanation of how the Secondary Supervisor will contribute to the existing Supervised Practice Plan.

7.3.3 Supervision by Secondary Supervisor (non psychologist)

No more than **25%** of the Conditional Registrant's required supervision hours or activities can be undertaken with a Board approved Secondary Supervisor who is not a Psychologist.

Board approved Secondary psychologist supervision may not exceed **50%** of the required supervision hours or activities.

7.4 Responsibilities of Supervisors

A Primary Supervisor is accountable to the Board for ensuring that supervision is provided in accordance with the Board's Supervised Practice Policy including the oversight of all supervision..

A Primary Supervisor or Secondary Supervisor must immediately notify the Board if the Supervisor or Secondary Supervisor reasonably considers that the Conditional Registrant may not be complying with the Program.

A Supervisor is required within 28 days of ceasing to be the Conditional Registrant's Supervisor, to give the Board a report about the Conditional Registrant by way of the *Supervisor's Statement of Cessation of Supervision* **and if** required by item 6 of Supervised Practice Progress Report. A supervisor should also ensure that at the same time the Conditional Registrant completes and forwards to the Board the *Statement of Incomplete Supervision*.

In extraordinary circumstances the Board may extend the timeframe required above.

On the completion of a Conditional Registrant's Supervised Practice Plan, a Supervisor is required to provide a Supervisor's Declaration - Final Assessment of the Conditional Registrant's Competence, within 28 days or another timeframe which has been agreed to by the Supervisor and Board.

Other responsibilities of the Primary Supervisor include:

- Assessing a Conditional Registrant's training and development needs and in collaboration with the Conditional Registrant, identifying strategies to meet those needs;
- Informing a Conditional Registrant of areas (knowledge and skills) requiring special attention and development;
- Contributing to a Conditional Registrant's Record of Practice and Record of Supervision by commenting on and evaluating progress;
- In conjunction with a Conditional Registrant, reviewing the Supervised Practice Plan(s) every **six months and** reviewing and providing comments on the Conditional Registrant's 6 monthly report for the Board that reflects Registrant's progress;
- Agreement to an eligible Secondary Supervisor and contacting the Secondary Supervisor for information on any issues arising out of that supervision;
- Suggesting another eligible Supervisor should the Supervisor be unavailable for a period extending beyond a two month period;
- Maintaining confidentiality regarding client-related information discussed during supervision and undertaking not to use any such information to personal advantage;
- Informing a Conditional Registrant of any concerns the Supervisor has with either the Conditional Registrant's practice or progress with supervision. The Supervisor should discuss these concerns and

possible strategies with the Conditional Registrant and, if these concerns cannot be adequately addressed through the supervision process, the Supervisor should notify the Board of these concerns; and

- Informing a Conditional Registrant if it is expected that a recommendation for full registration will not be made. If so, the Supervisor should discuss the reasons and possible strategies with the Conditional Registrant at the earliest possible opportunity.

7.5 Guidelines for Primary Supervisors

Provision of supervision and support to conditionally registered psychologists undertaking supervised practice requires time and commitment. Supervisors and supervisees are required to have a structured approach and to demonstrate flexibility to ensure all requirements of supervision achievable. Supervisors often provide professional supervision in addition to the many other demands on their working and personal lives; therefore, the Board has limited the number of supervisees that a supervisor may provide professional supervision for at any one time.

Supervisors of conditionally registered psychologists undertaking supervised practice may provide professional supervision for no more than 4 conditional registrants at any one time. However, the Board may approve a supervisor to provide professional supervision for more than 4 conditional registrants following provision of adequate evidence of appropriate structures to provide the capacity to supervise additional numbers of conditional registrants.

To gain the maximum benefit from the supervision period it is desirable that a Supervisor should be experienced in a Conditional Registrant's field of work or professional activity and be locally accessible to the Conditional Registrant in terms of time and travelling distance. In order to evaluate the Conditional Registrant's achievement in the Competencies on completion of the Supervised Practice Plan it is recommended that the Primary Supervisor should oversee that Conditional Registrant's work for at least nine months.

Although a Supervisor's role does not necessarily include monitoring of the Conditional Registrant's performance in the sense of a workplace Supervisor, the Supervisor effectively undertakes a global monitoring/assessment role for the purpose of reporting on the Conditional Registrant's competence on completion of the Supervised Practice Plan.

Given the constraints of the supervision process, (eg: the limited time available for supervision, the need to discuss some issues in depth, and other goals to be achieved by supervision), it is not anticipated or required that all cases or projects being undertaken by a Conditional Registrant be discussed with the Supervisor. However, given the Supervisor's duty to assess the Conditional Registrant's competency on a broad range of matters on completion of the Supervised Practice Plan a Supervisor, in practice, should have some exposure to the full breadth of the Conditional Registrant's work.

PART 8. Full Registration

8.1 Eligibility for Full Registration

A Conditional Registrant would be considered by the Board to have satisfied the Supervised Practice requirements when:

- They have completed a **minimum of one year experience or two years experience** (as determined by the Board) in the practice of the profession after the date of granting conditional registration;
- Conditional Registrants under **Pathway 1** – completed the required 100 hours of Supervision and 1600 hours of psychological practice including a minimum of 800 hours of client contact; **or**
- Conditional Registrants under **Pathway 2** - completed the required 50 hours of Supervision and 800 hours of psychological practice including a minimum of 400 hours of client contact;
- All the assessment tasks required are in order for the Supervisor to assess the Conditional Registrant's competence on the seven Competencies for the Supervised Practice Policy (refer 5.0); and.
- The Primary Supervisor has completed the 'Final Assessment of the Conditional Registrant's Competence).

8.2 Application for Full Registration

- A Conditional Registrant must notify the Board, in the approved form, having completed the requirements of the Supervised Practice Program, **within 28 days** of completing the all requirements of Supervised Practice.
- The Conditional Registrant is required to submit the final Supervised Practice Report to the Board within 28 days of completing the full period of supervision.
- Prior to making a decision on full registration, the Board may:
 - Investigate a Conditional Registrant; and/or
 - Request further information or documents from a Conditional Registrant and or Supervisor(s).
- After reviewing the Supervisor's final Supervised Practice Report on a Conditional Registrant and any other relevant information about the Conditional Registrant, the Board shall decide:
 - To grant Full Registration; **or**
 - To Extend the Conditional registration, for a period of not more than one year by requiring the Conditional Registrant to undertake a part of the Supervised Practice Guidelines decided by the Board, **or**
 - To Cancel the Registrant's registration.
- A Conditional Registrant has the right to appeal to the Supreme Court under the *Health Practitioners Act 2004* if aggrieved regarding decisions of the Board relating to their registration status.