

INFORMATION FOR SUPERVISORS

Supervised Practice

The primary roles of the ACT Veterinary Practitioners Board (the Board) include ensuring veterinary practitioners provide veterinary services professionally and competently. To achieve this the Board may apply a condition to a veterinary practitioner's registration that they undertake supervised practice.

Supervised practice reassures the community, and the Board that a registered veterinary practitioner whose practice is being supervised (the supervisee) is safe and competent to practise and is not putting animals at risk.

Supervised practice may be required to satisfy the Board that a veterinary practitioner meets practising standards when returning to the workforce after a significant period of absence or as a condition imposed as an outcome of a complaint or investigation.

The nature of supervision may include the observation of practice, case presentations, regular structured meetings, case reviews, medical record reviews, reports to the Board as specified in conditions, and other activities as requested by the Board.

Flexibility

The Board may approve more than one supervisor for supervised practice. This allows for flexibility if a supervisor is not available to carry out the supervised practice.

Supervised practice arrangements may need to change over time, subject to Board-approval.

Levels of supervision

Level of supervised practice	Description of supervised practice level
General <i>Supervisor is accessible by phone or other means and available to physically attend the workplace</i>	The veterinary practitioner must only perform restricted acts of veterinary science when the supervising veterinarian is available for consultation.
Direct <i>Supervisor physically present at the workplace</i>	The veterinary practitioner must only perform restricted acts of veterinary science when the supervising veterinarian is located at the same premises and available for consultation
Direct and immediate <i>Supervisor physically present at all times to observe the supervisee</i>	The veterinary practitioner must only perform restricted acts of veterinary science in the presence of the supervising veterinarian.

Supervisor responsibilities

A supervisor needs to have the qualifications, skills, knowledge, experience and availability needed for the role. The Board will consider the supervisor's experience and circumstances (including their qualifications, responsibilities, relevant scope of practice) before approving them as the supervisor.

A supervisor must:

- sign a declaration form that they are willing to act as a supervisor
- at all times supervise within the supervised practice arrangement approved by the Board
- ensure the supervisee is practising within the terms of the supervised practice arrangement
- give clear direction and constructive feedback and work with the supervisee to address areas identified in the supervised practice arrangement and/or address identified problems
- provide a supervisory report every 3 months (or as specified by the Board)
- only assign tasks that are within the scope of training, competence and capability of the supervisee, and appropriate to their role
- be accountable to the Board and give honest, accurate, objective and responsible reports in the approved form at agreed intervals
- notify the Board immediately if they have concerns that the supervisee's health, conduct or clinical performance is placing animals or the public at risk
- notify the Board if any other circumstances arise that may affect the supervised practice arrangement

Primary and alternate supervisors

- The Board may approve more than one supervisor for the purpose of supervised practice.
- When more than one supervisor is approved by the Board, the alternate supervisor(s) is expected to take on the role of the primary supervisor when they are not available.
- The alternate supervisor(s) is expected to give feedback to the primary supervisor about the supervisee's practice during the absence of the primary supervisor.
- The alternate supervisor(s) may need to complete the supervised practice report in the absence of the primary supervisor. Alternate supervisors must follow the framework and other relevant supporting documents.

Supervisory report template

Veterinarians who are responsible for the supervision of a fellow veterinary practitioner are required to complete the below report at three monthly intervals (or as required by the Board).

Consultation skills

General comments:
Suggestions for continued improvement:

Medical case management

General comments:
Suggestions for continued improvement:

Diagnostics: including radiography, pathology skills etc

General comments:
Suggestions for continued improvement:

General procedures

General comments:
Suggestions for continued improvement:

Surgical skills

General comments:

Suggestions for continued improvement:

Competency

General comments:

Suggestions for continued improvement:

Communication skills

General comments:

Suggestions for continued improvement:

Professionalism (include any behavioural issues)

General comments:

Suggestions for continued improvement:

Any further feedback or comments