

 <p>Form 18 B OCP</p>	<p style="text-align: center;">HEALTH PROFESSIONS OF SOUTH AFRICA PROFESSIONAL BOARD FOR OCCUPATIONAL THERAPY, MEDICAL ORTHOTICS AND PROSTHETICS AND ARTS THERAPY GUIDELINES RELATING TO SUPERVISED PRACTICE</p>
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These guidelines should be read in conjunction with the procedure relating to the restoration of names to the register of practitioners whose names had been erased from the register for a period of more than three years. See document: *Restoration of practitioners who were off the register for more than three years and who have not practised their profession.*

A practitioner whose name has been erased from the register and had not been practising for a period of more than three years will be required to work under supervision for a period equivalent to **six months** (1000 hours).

During the period of supervised practice the applicant will not be allowed to be self-employed or practising in his or her own private practice.

SUMMARY OF PROCESS

The supervisee will be required to identify and request a suitable supervisor to oversee him or her during the period of supervised practice. For this purpose a signed undertaking would have to be obtained from the supervisor agreeing to undertake the supervision. On completion of six months' supervised practice, the supervisor will be required to complete and submit the Supervisor Evaluation Report. The findings presented in this report will be reviewed by the Education Committee. If the Committee is satisfied by the recommendation of the supervisor, the practitioner will be registered in the category in which the applicant was previously registered.

In cases where the Subcommittee remains unconvinced that the practitioner is ready for independent practice, the supervisor will be expected to develop a portfolio as reflected in the Portfolio Guidelines. This process should be completed within a period of six months.

APPOINTING OF SUPERVISOR

The supervisee identifies a supervisor and provides these guidelines to him or her with a view to obtain a written undertaking relating to the period of supervision.

The process is as follows:

- Undertaking by Supervisor Regarding Supervision as outlined on page 4 below is submitted to the Board Administration.
- Period of supervision commences once the Board Administration had confirmed that the supervisor had been approved by the Committee
- Supervised practice is completed for a period of 6 months (or equivalent of 1000 hours).
- Supervisor Evaluation Report (Form 18 C OCP Supervisory Report) is completed by the supervisor and submitted to the Board Administration.

SELECTION OF SUPERVISOR

The supervisor should be appointed in consultation with other role players at the practice or institution with due cognizance of the work load and responsibilities of the supervisor.

The supervisor should be registered with the HPCSA in the same profession and modality (where applicable) as the supervisee.

The supervisor should further have been registered for a period of more than two years and have appropriate and relevant experience as a supervisor.

NATURE OF SUPERVISION

The supervisor should be readily available to allow for regular interaction with the candidate and face-to-face contact at least once every week (every month in the case of exceptional circumstances).

As part of the monthly contact between supervisor and supervisee, the supervisor should at least attend two on-site observations of interventions with patients.

CONTACT DETAILS / ENQUIRIES

Duly compiled undertakings may be sent or delivered to:

The Registrar
HPCSA
P O Box 205
PRETORIA
SOUTH AFRICA

OR 553 Vermeulen Street
Arcadia
PRETORIA

NOTE:

This form should be read in conjunction with Form 18 C OCP.