

 <p>Health Professions Council of South Africa</p> <p>Form 18 B MT</p>	<p style="text-align: center;">HEALTH PROFESSIONS OF SOUTH AFRICA PROFESSIONAL BOARD FOR MEDICAL TECHNOLOGY GUIDELINES RELATING TO SUPERVISED PRACTICE FOR RESTORATION</p>
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These guidelines are for practitioners who were:

- i. erased/suspended from the register for 2 years or more and have practised their profession.
- ii. erased/suspended from the registers for 2 years or more and have practised their profession abroad.
- iii. erased/suspended from the registers for 2 years or more and have not practised their profession.
- iv.
- v. have not been practicing in the profession for 2 years or more after graduating.

A practitioner whose name has been erased/suspended from the register and **had been practising** the profession abroad for a period of more than two years will be required to submit:

- i. Duly complete application for restoration form (Form 18)
- ii. Payment of restoration fees and any other outstanding fees
- iii. COS (Recent certificate of good status from the country where he/she has practised) not older than 3 months.
- iv. Letter from the previous employer confirming employment with dates specified.
- v. Proof of CPD attended to during preceding 24 months.

A practitioner whose name has been erased from the register and **have been actively practicing their profession for a period of more than two years and are CPD compliant (within South Africa), would be restored administratively under the same category that they were registered under prior to their erasure/suspension but submitted to the Department: Legal Services for investigation** will be required to submit:

- i. Duly completed application for restoration form (Form 18)
- ii. Payment of restoration fees and any other outstanding fees.
- iii. Proof of CPD attended to during preceding 24 months.
- iv. Proof of actively practicing the Profession during the period the erasure / suspension.

A practitioner whose name has been erased from the register and **had not been practising** for a period of more than two years will be required to work under supervision in an HPCSA approved laboratory for a period equivalent to **six months** (1000 hours) will be required to submit:

- i. Duly completed application for restoration (Form 18).
- ii. Payment of restoration fees and any other fees outstanding.
- iii. The Board Administration confirm that the appointment of the supervisor.
- iv. Proof of 15 CEU CPD attended to during preceding six months.
- v. The applicant be restored in terms of supervised practice immediately on submission of Forms 18,18A and18C and payment of penalty fees.

- a. The Supervisee have to work under supervision of a registered Medical Technologist/Medical Laboratory Scientist, at an accredited laboratory, for a period of at least six (6) months or 1000 hours;
- b. The supervisor should on completion of the period of 6 months or 1000 hours, submit a progress report, form 18D, for the independent practice supervisee.
- c. A recommendation as to the lifting of restrictions or a further period of supervised practice should be indicated.
- d. The progress report will be considered by the Professional Board or Education Committee.
- e. The applicant be immediately restored on the register upon approval by the Professional Board or Education Committee.

Conditions of registration for the Practitioners who have been off the register for over two (2) years and wish to restore her/ his name into the register as supervised practice and are unable to submit an undertaking form by the supervisor will be:

- a. Restored in the limited supervised practice category for six months.
- b. The limited supervised practice category will be uplifted to the supervised category when the practitioner submits an undertaking from the approved supervisor who is willing to supervise the practitioner.

A practitioner who has not been **practicing in the profession for 2 years or more after graduating.**

- i. Complete 12 months of supervised practice in an HPCSA approved training laboratory,
- ii. Proof of CPD attended to during preceding 12 months.

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 Education committee remains unconvinced that the practitioner is ready for independent practice, the supervisor will be expected to extend the period for a further six months stating reasons.

APPOINTING OF SUPERVISOR

The supervisee identifies a supervisor in an HPCSA approved laboratory 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 (Form 18C MT undertaking by supervisor regarding supervision) 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 D MT Report by supervisor) is completed by the supervisor for trainee in independent practice and submitted to the Board Administration on completion of supervised practice

SELECTION OF SUPERVISOR

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

The supervisor should be registered with the HPCSA in the same profession, be registered in independent practice and in the same discipline as the supervisee.

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

In the event that the supervisor is unable to continue with the supervision and withdraw to supervise the practitioner; the supervisee and the training facility has the obligation to inform the HPCSA regarding the withdrawal of the supervisor without delay. A contingency plan from the training facility and the supervisee informing the HPCSA of the new allocated 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 monitor and evaluate progress using signed training and competency records.

All Medical Technicians and Laboratory Assistants are registered in the category “supervised practice” and have to work under supervision at all times and therefore, they are not required to submit confirmation of completion supervised period.

CONTACT DETAILS / ENQUIRIES

Duly compiled undertakings may be sent or delivered to:

The Registrar
HPCSA
P O Box 205
PRETORIA
SOUTH AFRICA

OR

The Registrar
HPCSA
553 Madiba street
Arcadia
PRETORIA