

<b>HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA</b>	
<b>GUIDELINES FOR SUPERVISED PRACTICE</b>	Version 2
<b>PROFESSIONAL BOARD FOR OPTOMETRY AND DISPENSING OPTICIANS</b>	
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Responsible Person: Professional Board	Executive Company Secretary Professional Boards Deputy Company Secretary

Approved by: **HPCSA PROFESSIONAL BOARD FOR OPTOMETRY AND DISPENSING OPTICIANS**

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Date reviewed	Date of next review	Reviewed by	Action
March 2022	March 2023	Board	

## **Preamble**

In accordance with the mandate of the HPCSA and to ensure a high standard of professional services, practitioners wishing to register for independent practice must meet minimum competencies as prescribed by the Professional Board. Where a practitioner has not been practising within the profession for more than two (2) years but less than five (5) years, supervised practice will be required in order to rebuild the required competencies. This requirement will support the mandate of the Professional Board to ensure safe practice standards are met by minimising the potential risk to the public and the community that is served.

## **Definitions**

<b>Committee:</b>	Education, Training, and Registration Committee of the Board
<b>Supervision:</b>	the acceptance of liability by a supervising practitioner for the acts of another practitioner;
<b>Supervised practice:</b>	practice that is conducted under supervision
<b>Profession:</b>	the profession of Optometry or Dispensing Opticianry
<b>Supervisee:</b>	a practitioner registered to practice under supervision.
<b>Supervisor:</b>	a practitioner registered in Independent Practice in the appropriate registration category and authorised to supervise the supervisee
<b>(The Board):</b>	Professional Board for Optometry and Dispensing Opticians

## **Purpose**

This document provides supervised practice guidelines to practitioners registered under supervision (“supervisees”) and registered practitioners who will be supervising the supervisees; it outlines the expected outcomes to be met and the responsibilities of both the supervisor and the supervisee.

## **Expected outcomes after supervised practice**

All the expected competencies within the clinical areas including general practice management, aligned to the related scope of practice should be demonstrated, viz:

- Clinical practice and patient management
- General clinical skills

- Practice management (Administration and/or management responsibilities)
- Professional Practice Ethics

NB: General health and safety regulations are to be observed at all times.

**THE MINIMUM REQUIRED SUPERVISED CLINICAL HOURS ARE 250 HOURS, WHICH SHOULD BE COMPLETED IN SIX (6) MONTHS OR LESS.**

**Responsibilities of the supervisee**

- Register with the HPCSA as a practitioner 'under supervision'.
- Identify the supervisor.
- Provide the supervisor's full name and HPCSA registration number before commencing with supervision.
- Provide the supervisor with his / her proof of registration under supervised practice and the expected outcomes competencies to be mentored on.
- Submit to the Committee a completed and signed commitment form to practice under supervision.
- Conduct supervised practice with clearly indicated required competencies, the contact details of the identified supervisor.
- Supervisor's proof of acceptance to supervise the supervisee.
- Commence with the supervised practice once the approval is granted.
- Maintain a log-sheet or portfolio of evidence specifying the different practice areas and clinical hours/patient numbers to ensure that appropriate training and skills have been accrued. *See attached log-sheet template form (Annexure B).*
- Never consult patients without supervision.
- After completing the stipulated clinical hours/patient numbers of supervised practice, advise the supervisor to submit the report with log-sheets to the Committee for consideration for registration into the desired registration category.

**Criteria for selecting supervisor**

- The supervisor must be registered in independent practice and in the relevant registration category.
- There should be no guilty ruling against the supervisor.
- Supervisors with lesser scope of practice cannot supervise a supervisee who intends to be registered in the category of a broader scope, i.e. those with ocular diagnostics licensure should supervise supervisees who intend to be registered with diagnostic privileges or that already have ocular diagnostic licensure whereas supervisors without

diagnostic privileges licensure cannot supervise supervisees with ocular diagnostics privileges.

- The supervisor must have practiced for a minimum period of three (3) years in independent practice.
- The primary site linked to supervised practice must be equipped with the appropriate functional equipment required to support the minimum outcome competencies as per Board's guidelines.

### **Responsibilities of the supervisor**

The supervisor must:-

- validate that the supervisee is registered to practice under supervision.
- ensure that he/she (the supervisor) is competent in the required areas of competencies the supervisee is supposed to meet, before accepting the supervisee's request to be supervised.
- provide supervision, mentoring, and guidance to the supervisee to ensure that the supervisee meets the outcome competencies.
- ensure that supervision is provided continually and at no time should the supervisee be left to practice without supervision or outside of the relevant scope of practice.
- document the aspects of guidance provided and interactions concerning supervised practice.
- at the end of the supervisee obtaining the specified clinical hours of supervision, submit to the Committee a written progress report, inclusive of the supervisee's patient portfolio with a recommendation as to whether the supervisee may practice as an independent practitioner or whether additional supervision is required. *See attached reporting form (Annexure A).*

### **Post supervised practice processes and requirements**

- The Committee will consider the report by the supervisor and make a recommendation to the Board.
- Once registered in independent practice, the practitioner previously registered under supervision should:
  - 1) familiarise himself/herself with regulatory policies, protocols and guidelines pertaining to independent practice.
  - 2) comply with continuing professional development legislative framework.

**COMMUNICATION WITH THE PROFESSIONAL BOARD FOR OPTOMETRY AND  
DISPENSING OPTICIANS**

All communication should be addressed to the Registrar at:

- (a) The HPCSA  
553 Madiba Street  
Arcadia  
Pretoria; or
- (b) P O BOX 205  
PRETORIA  
0001; or
- (c) Email: [ODOboard@hpcsa.co.za](mailto:ODOboard@hpcsa.co.za)