Supervision report template

Supervision reports, completed by the supervisor in consultation with the supervisee, are to be submitted to the Podiatrists Board of New Zealand for consideration by the Board:

* as stipulated by the board on approval of a supervised practice plan and otherwise as required by the Board
* to propose or justify changes in supervision, including level of supervision
* with applications for renewal of registration by a supervisee, and
* on conclusion of supervised practice.

For information on reports and reporting requirements, please refer to the Board’s *Guidelines for supervision of podiatrists.*

**Supervision reports details**

**Date of report:**

**Name of supervisor:**  **Signature of supervisor:**

**Name of supervisee:**  **Signature of supervisee:**

**Reason for supervision (please check or tick):**

Returning to practice after an absence of greater than three years

Have a condition on their scope of practice or who have entered into an undertaking that requires supervision

Have a condition on their practising certificate

Reinstatement of registration/re-registration

Other reason:

**Supervisee suitable for registration and practising certificate without conditions:** Yes  No

**Level of supervision:** Level 1 2 3 4 *(please check or circle level of supervision at time of report)*

**Anticipated supervision completion date:**

**9. Changes recommended to the previously agreed supervised practice plan, if any, and reasons for changes:**

*(Please attach separate sheets if necessary)*

**Supervision report on progress**

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| --- | --- |
| **Learning objectives listed in supervised practice plan** | **Progress in achieving goals**   1. **Met** 2. **Not yet met but achievable** 3. **Not met and not achievable[[1]](#footnote-1)** |
|  | **Met** |
|  | **Met** |
|  | **Met** |
|  | **Met** |
|  | **Met** |

|  |  |
| --- | --- |
| **Emerging issues *(if applicable)*** | **Measures to address emerging issues** |
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| **Other comments** |
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1. Supervisors should contact the Board as soon as practical if the learning objectives are not achievable [↑](#footnote-ref-1)