

The Centre for
Advancing Practice

Employer's advanced practice supervision action plan

Employer's advanced practice supervision action plan

The following checklist can be used to assess if the services in your organisation are meeting the minimum standards for supervising trainee advanced practitioners and to create an action plan to address any gaps.

Standard	Evidence	Action plan
Supervision for the trainee advanced practitioner is mandatory.		
The co-ordinating education supervisor must: <ul style="list-style-type: none"> • be an experienced practitioner • have completed some formal supervisor development • have completed the “Readiness to Supervise” checklist before agreeing to take on the role. 		
If the co-ordinating education supervisor is an advanced practitioner: must have been working at advanced level for a minimum of 3 years. There should be clear justification for an advanced practitioner with less than 3 years' experience undertaking this role.		
Associate workplace supervisors must: have expert knowledge and capability of the area of practice they are supervising.		
The trainee must have a named allocated co-ordinating education supervisor before commencing training in advanced practice.		
Throughout the period of training, there must be a minimum of one hour of scheduled supervision every week; of which one in four (once a month) is a scheduled hour with the co-ordinating education supervisor.		

Employer's advanced practice supervision action plan

<p>Remaining weekly supervision may be with an identified associate supervisor with knowledge and skills matched to the curriculum/competence/capability focus of supervision for that week.</p>		
<p>There must be a delegate or replacement supervisor in the event the co-ordinating education supervisor is on leave for a prolonged period of 4 weeks or more.</p>		
<p>The first meeting with the identified co-ordinating education supervisor should be at induction, or four weeks before commencing training, to discuss a supervision plan.</p>		
<p>The following must be agreed/discussed at the first meeting with the identified co-ordinating education supervisor:</p> <ul style="list-style-type: none"> • the advanced practice curriculum/scope of advanced practice capabilities which is required for the trainee role • if no national curriculum exists, agreement of capabilities to be achieved at advanced level must be approved by the employer • an individual learning needs analysis against the relevant curriculum/capabilities • a learning plan which clearly identifies workplace development • a clinical supervision learning contract to set expectations and boundaries. 		
<p>Time must be allocated in job plans for both supervisor and trainee.</p>		

Employer's advanced practice supervision action plan

<p>Where a health professional is developing in advanced practice in a specialty/role with a nationally agreed curriculum, supervision arrangements should be guided by the relevant specialty curriculum.</p>		
<p>A tripartite review of academic and workplace development with co-ordinating education supervisor, trainee and the HEI should occur once every 12 months at a minimum.</p>		
<p>The trainee advanced practitioner should:</p> <ul style="list-style-type: none"> • actively contribute to supervision, seek feedback and recognise own development needs • work in partnership with their supervisor to negotiate and agree the learning plan to address performance or support enhanced learning opportunities • complete a “Readiness to become an advanced practitioner” checklist to help identify learning needs. 		