

Employer's advanced practice supervision action plan

The following checklist will allow you to assess if your organisation is 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 trainee must have a named allocated co-ordinating supervisor before commencing training in advanced practice.		
Throughout the period of training, there must be a minimum of an hour of scheduled supervision every week; of which one in four (once a month) is a scheduled hour with the co-ordinating supervisor.		
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.		
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. 		

Employer's readiness to support supervision in the workplace

Associate Workplace Supervisors must: <ul style="list-style-type: none"> have expert knowledge and capability of the area of practice they are supervising 		
If the co-ordinating supervisor is an advanced practitioner: <ul style="list-style-type: none"> must have been working at advanced level for a minimum of 3 years. There should be clear justification for an AP with less than 3 years' experience undertaking this role. 		
There must be a delegate or replacement supervisor in the event the co-ordinating supervisor is on leave for a prolonged period of 4 weeks or more.		
To have a first meeting with the identified main (co-ordinating) supervisor at induction or no later than four weeks before commencing training to discuss a supervision plan.		
Throughout the period of training, a minimum of an hour of scheduled supervision every week; of which one in four (once a month) is a scheduled hour with the main (co-ordinating) workplace supervisor.		
Time should be allocated in job plan for both supervisor and trainee.		
Remaining weekly supervisions may be with the co-ordinating supervisor where the supervisor's skillset is matched to the focus of supervision for that week OR with an identified associate supervisor with knowledge and skills matched to the curriculum/competence/capability focus of supervision for that week.		

Employer's readiness to support supervision in the workplace

<p>The following must be agreed/discussed at the first meeting with the identified co-ordinating supervisor:</p> <ul style="list-style-type: none"> • the advanced practice curriculum / scope of advanced practice capabilities which is required for the trainee role • 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>A tripartite review of academic and workplace development with main (co-ordinating) workplace 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. 		