

Supervised practice plan: Attachment A – Orientation report

Orientation report for optometrists entering into a supervised practice plan for limited registration

Who needs to complete this form?

Optometrists who hold a form of limited registration with a supervised practice plan¹.

The supervisee is responsible for working through the orientation checklist below.

When do they complete it?

It needs to be completed within the first three months of the supervisee's initial limited registration period.

Associated documents

- Existing employer orientation processes may satisfy some or all of these requirements.
- The Optometry Board of Australia registration standards, code and guidelines published on the Board's website.

Orientation report

Name of registrant:	
Registration number:	
Dated commenced in approved position:	

Mark off (with a cross) each of the following sections when covered in orientation

General

Optometrists holding limited registration should be familiar with the structure of the Australian health care system and the roles of the various bodies with which they will have contact with in their approved position.

¹ It may also be used as required for practitioners returning to practice after an absence from practice of greater than three years.

Orientation to the Australian health care system

- Individual service – structure and funding of the optometric service at which the supervisee is working and the interface with other private and public health services.

- Government and statutory bodies – federal, state or territory departments of health, Australian Government Department of Veterans’ Affairs, Medicare Australia, workplace insurance provider (e.g. Workcover) (where applicable).
 - www.health.gov.au
 - www.medicareaustralia.gov.au/provider
 - www.dva.gov.au/service_providers
- Optometry Board of Australia — registration standards, codes and guidelines, policies
 - www.optometryboard.gov.au
- Australian Health Practitioner Regulation Agency (AHPRA)
 - www.ahpra.gov.au
- Prescribing (if applicable) — Pharmaceutical Benefits Scheme, National Prescribing Service, Therapeutic Guidelines
 - www.pbs.gov.au/pbs/home
 - www.nps.org.au
 - www.tg.org.au
- Referral system — the employer should provide a list of service providers and their contact details
- Other – contact phone numbers to be provided by employer for supervisors, interpreter service, drugs and poisons information service

Orientation to legislation and professional practice

- Mandatory requirements under the Health Practitioner Regulation National Law, as in force in each state and territory
- Other legislative frameworks governing practice in the state or territory in which the supervisee is practicing (including drugs and poisons legislation if applicable)
- Professional indemnity insurance²
- Patient rights and responsibilities, patient complaints
- Patient consent
- Access to health/medical records

Professional development and associations

- Optometry education and training and access to clinical publications
- Therapeutic Guidelines, Australian Medicines Handbook, Optometrists Association Australia (OAA) guidelines
 - www.amh.net.au

² Supervisees are, for the purpose of general or limited registration, required to hold professional indemnity insurance.

- www.optometrists.asn.au
- www.tg.org.au
- Optometry Association Australia, other profession-specific colleges and associations
- www.optometrists.asn.au

Cultural diversity and social context of care (as applicable)³

- Cultural awareness and respect
- Australian society, including multiculturalism, the status of women, children and older persons
- Aboriginal and Torres Strait Islander cultures

Other topics included in initial orientation:

Signatures

Supervisee's signature:		Date:	
			(day/month/year)
Supervisee's name:	(please print)		
Principal supervisor's signature:		Date:	
			(day/month/year)
Principal supervisor's name:	(please print)		

³ The information to be covered in this area should be tailored to the cultural diversity of the population the optometrist works with.