

Professional development - return to practice plan

Who needs to complete this form?

You need to complete this form if supervision forms part of your professional development plan and you must submit it with a draft supervised practice plan:

- when applying for general registration or renewal of registration after an absence from practice of greater than three years, or
- before starting practice in a new scope of practice that is significantly different to your current scope of practice, or
- when undertaking supervised practice as a consequence of a notification (complaint or concern) or for any other reason.

What to read before completing?

Before completing this document, you should read the Optometry Board of Australia's¹ (the Board's):

- *Recency of practice registration standard*
- *FAQ: Recency of practice*
- *Information sheet: Returning to practice or significantly changing scope of practice*, and
- *Continuing professional development registration standard*.

The *Optometry Australia entry-level competency standards for optometry*² will help you to conduct a learning needs analysis.

What other documents need to be completed?

If you are completing this plan on the basis of a declaration you made at renewal of your registration then you may not need to complete any other documents.

OR

If you are completing this in conjunction with a supervised practice plan, because you do not meet the requirements of the *Recency of practice registration standard* then this form needs to be submitted with the following documents:

- the relevant registration application form and all associated documents
- a curriculum vitae in the Australian Health Practitioner Regulation Agency (Ahpra) standard format³, detailing any gaps in your practice history of more than three months from the date you obtained your qualification (if not already attached to the registration application form)
- a signed supervision agreement, and

¹ Published on the Registration standards page of the Board's website

² Published on the Codes, guidelines and policies section of the Board's website

³ The AHPRA standard CV format guideline is available on the Registration page on the AHPRA website

- a supervised practice plan.

The [Applying for registration page](#) on Ahpra's website provides more information about the registration process. If you have questions you can contact Ahpra by calling 1300 419 495 or submitting a [web enquiry](#) on Ahpra's website.

All documentation should be sent with the relevant application to the Ahpra office in your capital city, as listed in the [Contact us](#) page of the Ahpra website.

Professional development plan

Name of practitioner	
Registration number	

Proposed role	Previous role	
	Details of proposed role	
	Description of employment Include: <ul style="list-style-type: none"> • hours of work per week 	

1. Learning needs analysis

You should consider the knowledge and skills required for the position in which you are returning to practice in order to determine any gaps in your knowledge and skills. If your proposed scope of practice involves clinical care, the *Optometry Australia entry-level competency standards* for optometry provide a description of the required competencies. You should then develop a program to address your learning needs.

The entry-level competency standards list the following five groups of major professional practice tasks/activities (units). The units are underpinned by elements, criteria and indicators:

1. Professional responsibilities
2. Communication and patient history
3. Patient examination
4. Diagnosis and management
5. Health information management

List any gaps in knowledge and skills and provide the measures to address these.
For example, list any professional development, training or programs to be completed.
Include goals to be achieved and expected outcomes and timeframes for achievement of goals.
(Attach a separate sheet if insufficient space)

Learning needs	How you will address these learning needs
<p>Example <i>To become competent in the application and use of an OCT</i></p>	<p>Example</p> <ul style="list-style-type: none"> • <i>Attendance at CPD activity pertaining to OCT</i> • <i>Completion of training package provided by equipment supplier</i>

2. Professional development activities that you have completed

List below any professional development activities you have undertaken in the 12 months prior to the submission of your plan. (Attach a separate sheet if insufficient space)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

3. Professional development activities that you plan to complete

List below the professional development activities that you plan to undertake in the next 12 months that meet the minimum requirements in the Board's *Continuing professional development registration standard*.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	