



**Pharmacy Board of Australia**

# REGISTRATION STANDARD: SUPERVISED PRACTICE ARRANGEMENTS

1 December 2015

# REGISTRATION STANDARD: SUPERVISED PRACTICE ARRANGEMENTS



This registration standard sets out the Board's minimum requirements for supervised practice for pharmacy interns and pharmacists. Supervised practice, which includes internship, is practising under the direct supervision of a pharmacist who holds general registration (a preceptor or other supervising pharmacist) while pharmacy services are provided in pharmacy premises or in other premises and circumstances determined by the Board.

## Does this standard apply to me?

This registration standard applies to:

- individuals who hold provisional or limited registration to complete the eligibility requirements for general registration under the Health Practitioner Regulation National Law, as in force in each state and territory (National Law)
- individuals who are required to complete a period of supervised practice in accordance with the requirements specified in the Board's *Registration standard: Recency of practice*, and
- pharmacists who are approved as preceptors.

## What must I do?

To be eligible for general registration, you must complete a period of supervised practice as specified in section 52(1)(b)(i) of the National Law.

1. The requirements for supervised practice are as follows.
  - a. If you are a graduate of an approved pharmacy program, the period of supervised practice to be undertaken for general registration is 1,824 hours and must include satisfactory completion of an accredited intern training program.
  - b. If you are an overseas qualified pharmacist from a country other than New Zealand, and:
    - your qualification has been assessed by the Board's accreditation authority as acceptable to undertake a knowledge assessment conducted by the accreditation authority, and
    - you have been assessed by the accreditation authority as having knowledge comparable to a graduate of an approved pharmacy program,
    - the period of supervised practice to be undertaken for general registration is 1,824 hours, or a lesser period to be determined by the Board or its delegate, in accordance with the Board's guidelines or policies. The supervised practice is to include satisfactory completion of an accredited intern training program, unless the Board has given an exemption to this requirement.
2. Supervised practice must be undertaken in accordance with the following requirements:
  - a. you must hold current Board registration which enables you to practise under supervision before commencing, and at all times whilst undertaking, supervised practice
  - b. in order to provide satisfactory learning opportunities, you must undertake a minimum of 152 hours of supervised practice under the direction and/or supervision of an individual preceptor approved by the Board, in order for those hours to count towards your period of supervised practice
  - c. the supervised practice you undertake must be under the direct supervision of a pharmacist who holds general registration (the supervising pharmacist, who is not necessarily the approved preceptor)
  - d. supervised practice is undertaken regularly and consistently, with a minimum of 80 hours of supervised practice undertaken during any four consecutive calendar weeks, unless otherwise approved by the Board
  - e. in meeting clause 2 d) above, if supervised practice is undertaken concurrently across

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- multiple training sites, the training must be coordinated by a preceptor who must be nominated as the coordinating preceptor for approval by the Board or its delegate
- f. to discourage excessive working hours, you may count towards your period of supervised practice a maximum of 180 hours in any four consecutive calendar weeks
  - g. if the circumstances outlined in 1 a) or 1 b) apply to you, at least 50 per cent of the required supervised practice hours must be undertaken in a community pharmacy or a hospital pharmacy department, unless otherwise approved by the Board
  - h. you may only undertake supervised practice hours in premises where the total number of interns does not exceed the total number of supervising pharmacists at any time
  - i. for any supervised practice you undertake, the number of hours, preceptor and premises for the supervised practice must be specified in an application to be approved by the Board or its delegate prior to commencement, and
  - j. you may only undertake supervised practice hours from the date of approval of supervised practice by the Board or its delegate, or from the date you were granted registration in order to undertake supervised practice, whichever is later.

**Note:** In relation to 2 h) above, in exceptional circumstances the Board may approve other supervision ratios where there is evidence that required learning outcomes can be achieved and public safety is not compromised.

3. It is the responsibility of the person undertaking supervised practice to ensure that prior to commencement of supervised practice, they have:
  - a. been granted Board registration in order to undertake supervised practice, and
  - b. gained Board approval for the supervised practice to be undertaken (refer to 2 i) above).
4. To be approved as a preceptor by the Board or its delegate, you must:

- a. hold general registration as a pharmacist
- b. have held general registration and practised as a pharmacist in Australia for a minimum of 12 months in the area of practice where the supervised practice is to be conducted (unless you have been registered for a shorter duration and are approved by the Board to act as preceptor)
- c. be practising in pharmacy premises, or in other premises suitable for conducting supervised practice as determined by the Board
- d. not have conditions placed on your general registration that would impact on your ability to conduct the supervised practice of the individual, and
- e. have suitable relevant training or experience.

**Note:** Preceptors are referred to the Board's published guidance for preceptors, which outlines the Board's expectations of preceptors conducting supervised practice, including their responsibilities and how they should prepare adequately for their role.

## Are there exemptions to this standard?

Individuals undertaking the Stream B Australian Pharmacy Council (APC) process for overseas trained pharmacists are not required to undertake an accredited intern training program outlined under requirement 1 b).

## Guidelines and explanatory notes

The Board's preceptor and intern pharmacist guides provide explanation about how to meet this standard. Preceptors and individuals undertaking supervised practice are expected to apply the guide relevant to their role in supervised practice together with this registration standard.

This standard should be read in conjunction with the Board's Registration standard: Recency of practice.

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## What does this mean for me?

### Prior to commencing supervised practice

You will be required to apply to the Board for registration which enables you to practise under supervision, and to have the proposed number of hours of supervised practice, the preceptor and premises approved.

You may commence supervised practice if:

- your registration has been granted by the Board (or its delegate),
- your supervised practice has been approved by the Board (or its delegate), and
- your preceptor has met the Board's requirements for approval.

### When you apply for registration

If you hold, or previously held, provisional or limited registration when you apply for general registration, you are required to provide evidence of successful completion of your period of supervised practice in a format specified by the Board.

### During registration

If you have completed a period of supervised practice as part of the recency of practice requirements set by the Board, you are required to provide evidence of successful completion of this in a format specified by the Board.

## What happens if I don't meet this standard?

If you do not meet this standard, you do not meet the requirements of section 52(1)(b) of the National Law as in force in each state and territory (National Law) and are ineligible for general registration.

## Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide ranging consultation.

## Definitions

**National Law** means the Health Practitioner Regulation National Law, as in force in each state and territory.

**Accredited intern training program** is a program of work integrated learning conducted by intern training providers and accredited by the accreditation authority and approved by the Board.

**Approved pharmacy program** is a program of study approved by the Board under section 49 of the National Law.

**Approved preceptor** is a pharmacist responsible for the overall supervision of a pharmacist undertaking supervised practice as part of the process leading to general registration, or during supervised practice undertaken in accordance with the requirements specified in the Board's recency of practice standard.

**Internship** is the period during which a pharmacist undertakes a period of supervised practice under the supervision of a preceptor, in order to meet the requirements for initial general registration in Australia.

**Pharmacy intern** is a person registered with the Board who has completed the educational requirements determined by the Board to enable them to undertake a period of supervised practice required for initial general registration in Australia pursuant to clause 52(1)(b)(i) of the National Law.

**Pharmacy premises** for the purposes of this standard are either a community pharmacy or hospital pharmacy department.

**Supervising pharmacist** for the purpose of this standard is a pharmacist holding general registration who is responsible for the 'day to day' direct supervision of a pharmacist in the provision of pharmacy services during supervised practice that has been approved by the Board. The supervising pharmacist may be the

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approved preceptor, or another pharmacist who has been delegated this responsibility by the approved preceptor.

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## References

Pharmacy Board of Australia *Registration standard: Recency of practice*

### Review

This standard will be reviewed at least every five years.

**Last reviewed:** 1 December 2015

This standard replaces the previous registration standard dated 1 July 2010.