

**STAGE 2**

**ASSESSMENT FOR OVERSEAS-TRAINED OCCUPATIONAL THERAPISTS**

**TEMPLATE FOR SUPERVISED PRACTICE PLAN (SPP) and**

**MIDWAY PROGRESS AND FINAL REPORT**

***Each section relates to the OTBA Australian Occupational Therapy competency standards 2018.***

***Your goals may include more than one competency.***

***Your goals should be SMART goals:* specific, measurable, achievable, realistic and timely**

***Practioners need to indicate they have addressed all the Australian Occupational Therapy competency standards 2018. The standards are available at***

[*https://www.occupationaltherapyboard.gov.au/Codes-Guidelines/Competencies.aspx*](https://www.occupationaltherapyboard.gov.au/Codes-Guidelines/Competencies.aspx)

**Name: Email:**

**Workplace:**

**Supervisor: Email:**

1. **Professionalism**: *An OT practises in an ethical, safe, lawful and accountable manner, supporting client health and wellbeing through occupation and consideration of the person and environment.*

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| Australian Occupational Therapy competency standards 2018 | Practitioner to acknowledge as being included – please tick |
| 1.1 Complies with the OTBA standards, guidelines and code of conduct. |  |
| 1.2 Adheres to legislation relevant to practice. |  |
| 1.3 Maintains professional boundaries in all client and professional relationships. |  |
| 1.4 Recognises and manages conflicts of interest in all client and professional relationships. |  |
| 1.5 Practises in a culturally responsive and culturally safe manner with respect to culturally diverse client groups. |  |
| 1.6 Incorporates and responds to historical political cultural societal environmental and economic factors influencing health wellbeing and occupations of Aboriginal and Torres Strait Islanders. |  |
| 1.7 Collaborates and consults ethically and responsibly for effective client-centred and inter-professional practice. |  |
| 1.8 Adheres to all work health and safety and quality requirements for practice. |  |
| 1.9 Identifies and manages the influence of his/her values and culture on practice. |  |
| 1.10 Practises within limits of his/her level of competence and expertise. |  |
| 1.11 Maintains professional competence and adapts to change in practice contexts. |  |
| 1. 12 Identifies and uses relevant professional and operational support and supervision. |  |
| 1.13 Manages resources, time and workload accountably and effectively. |  |
| 1.14 Recognises and manages his/her own physical and mental health for safe, professional practice. |  |
| 1.15 Addresses issues of occupational justice in practice. |  |
| 1.16 Contributes to the education and professional practice development of peers and students. |  |
| 1.17 Recognises and manages any inherent power imbalance in relationships with clients. |  |

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| **GOAL** | **ACTIONS TO ACHIEVE GOAL** | **MEANS TO MEASURE THAT GOAL HAS BEEN ACHIEVED** |
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**MIDWAY/FINAL PROGRESS**

**Please copy your goals above to the section below when completing your self-reflection**

| **GOAL** | **PROGRESS SELF-REFLECTION**  **what activities have you undertaken towards goal achievement?** | **Goal completed**  **Y/N** | **Signatures**  **Supervisor and Supervisee** | **FINAL SELF- REFLECTION**  **Any additional activities undertaken for goal achievement** | **Goal Completed**  **Y/N** | **Signatures**  **Supervisor and Supervisee** |
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| Supervisor’s comments (Required please) |  | | |  | | |

1. **Knowledge and learning:***An OT’s knowledge, skills and behaviours in practice are informed by relevant and contemporary theory, practice knowledge and evidence, and are maintained and developed by ongoing professional development and learning.*

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| Australian Occupational Therapy competency standards 2018 | Practitioner to acknowledge as being included –  please tick |
| 2.1 Applies current and evidence-informed knowledge of occupational therapy and other appropriate and relevant theory in practice. |  |
| 2.2 Applies theory and frameworks of occupation to professional practice and decision-making. |  |
| 2.3 Identifies and applies best available evidence in professional practice and decision-making. |  |
| 2.4 Understands and responds to Aboriginal and Torres Strait Islander health philosophies, leadership, research and practices. |  |
| 2.5 Maintains current knowledge for cultural responsiveness to all groups in the practice setting. |  |
| 2.6 Maintains and improves currency of knowledge, skills and new evidence for practice by adhering to the requirements for continuing professional development. |  |
| 2.7 Implements a specific learning and development plan when moving to a new area of practice or returning to practising. |  |
| 2.8 Reflects on practice to inform current and future reasoning and decision-making and the integration of theory and evidence into practice. |  |
| 2.9 Maintains knowledge of relevant resources and technologies. |  |
| 2.10 Maintains a digital literacy for practice |  |

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| Supervisor’s comments (Required please) |  |  |  |  |  |  |

1. **OT Process and Practice:***An OT’s practice acknowledges the relationship between health, wellbeing and human occupation, and their practice is client-centred for individuals, groups, communities and populations.*

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| Australian Occupational Therapy competency standards 2018 | Practitioner to acknowledge as being included – please tick |
| 3.1 Addresses occupational performance and participation of clients, identifying the enablers and barriers to engagement. |  |
| 3.2 Performs appropriate information-gathering and assessment when identifying a client’s status and functioning strengths, occupational performance and goals. |  |
| 3.3 Collaborates with client and relevant others to determine the priorities and occupational therapy goals. |  |
| 3.4 Develops a plan with the client and relevant others to meet identified occupational therapy goals. |  |
| 3.5 Selects and implements culturally responsive and safe practice strategies to suit the occupational therapy goals and environment of the client. |  |
| 3.6 Seeks to understand and incorporate Aboriginal and Torres Strait Islander people’s experience of health, wellbeing and occupations encompassing cultural connections. |  |
| 3.7 Reflects on practice to inform and communicate professional reasoning and decision-making. |  |
| 3.8 Identifies and uses practice guidelines and protocols suitable to the practice setting or work environment. |  |
| 3.9 Implements an effective and accountable process for delegation, referral and handover. |  |
| 3.10 Reviews, evaluates and modifies plans, goals and interventions with the client and relevant others to enhance or achieve client outcome. |  |
| 3.11 Evaluates client and service outcomes to inform future practice. |  |
| 3.12 Uses effective collaborative, multidisciplinary and interprofessional approaches for decision-making and planning. |  |
| 3.13 Uses appropriate assistive technology, devices and/or environmental modifications to achieve client occupational performance outcomes. |  |
| 3.14 Contributes to quality improvement and service development. |  |

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**4. Communication:** *OTs practise with open, responsive and appropriate communication to maximise the occupational performance and engagement of clients and relevant others.*

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| Australian Occupational Therapy competency standards 2018 | Practitioner to acknowledge as being included – please tick |
| 4.1 Communicates openly, respectfully and effectively. |  |
| 4.2 Adapts written, verbal and non-verbal communication appropriate to the client and practice context. |  |
| 4.3 Works ethically with Aboriginal and Torres Strait Islander communities and organisations to understand and incorporate relevant cultural protocols and communication strategies, with the aim of working to support self-governance in communities. |  |
| 4.4 Uses culturally responsive, safe and relevant communication tools and strategies. |  |
| 4.5 Complies with legal and procedural requirements for the responsible and accurate documentation, sharing and storage of professional information and records of practice. |  |
| 4.6 Maintains contemporaneous, accurate and complete records of practice. |  |
| 4.7 Obtains informed consent for practice and information sharing from the client or legal guardian. |  |
| 4.8 Maintains collaborative professional relationships with clients, health professionals and relevant others. |  |
| 4.9 Uses effective communication skills to initiate and end relationships with clients and relevant others. |  |
| 4.10 Seeks and responds to feedback, modifying communication and/or practice accordingly. |  |
| 4.11 Identifies and articulates the rationale for practice to clients and relevant others. |  |

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| Supervisor’s comments (Required please) |  |  |  |  |  |  |

**In General**

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| **Supervisor: (Please tick the boxes to ensure the practitioner has addressed all the requirements)**    □ Are all the competency standards addressed by the Practitioner? |
| □ Does the SPP reflect good OT practice and provide a relevant experience in order to ascertain whether the person will be competent to practise as an OT in Australia?  □ Are the goals written as SMART goals?  □ Have you assisted the practitioner in completing the SPP?  □ Please ensure the SPP, mid-way report and supervisor notes are word processed and NOT hand-written. |

Signed: ……………………………………………………………….. Practitioner Date: ………………………………………….

Signed: ……………………………………………………………….. Supervisor Date: ………………………………………….