

Supervised practice plan: Attachment B – Plan for professional development

Who needs to complete this form?

This document applies to those optometrists

- planning to return to practice after an absence greater than three years or
- changing to a new scope of practice who not have recency of practice in the new scope of practice

When do they complete it?

An optometrist needs to complete this form, in conjunction with a draft supervised practice plan, when:

- applying for general registration after an absence from practice of greater than three years, or
- applying for renewal of general registration after an absence from practice greater than three years, or
- before commencing practice in a new scope of practice when applying for general registration or renewal of registration

What to read before completing?

Before completing this attachment, the optometrist should read the Optometry Board of Australia's:

- *Recency of practice registration standard* and the *Continuing professional development registration standard* published under the *Registration Standards* section of the Board's website

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 do not need to complete any other documents.

OR

If you are completing this in conjunction with a supervised practice plan, when:

- applying for general registration after an absence from practice of greater than three years, or
- applying for renewal of general registration after an absence from practice greater than three years

This form needs to be submitted with the following documents:

- the relevant registration application form and all associated documents

- a CV in the Australian Health Practitioner Regulation Agency (AHPRA) standard format, detailing any gaps in your practice history of more than three months from the date you obtained your qualification¹ (if not already attached to the registration application form)
- a signed supervision agreement
- a supervised practice plan.

Who do you send it to?

An optometrist completing this because of a renewal declaration needs to complete it at the time of renewal. You are not required to forward the CPD plan with your renewal application; however you may need to provide it as evidence in the event of an audit.

If you are completing the plan for another reason, then all documentation should be sent with the relevant application to the AHPRA office in your capital city, as listed on *Contact us* section of the AHPRA website (www.ahpra.gov.au).

¹ The AHPRA standard CV format guideline may be found under *Registration* on the AHPRA website at www.ahpra.gov.au

Plan for professional development

Name of practitioner	
Registration number (if known)	

Proposed role	Previous field of practice	
	Details of proposed field of practice	
	Description of employment Include: <ul style="list-style-type: none"> • hours of work • employee status, e.g. locum, permanent 	

Learning needs analysis

You should consider the knowledge and skills that are required for the position within which you are returning to practice in order to determine any gaps in your knowledge and skills. You should then develop a **program** to address your learning needs.

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
Example <i>To become competent in the application and use of an OCT</i>	Example <ul style="list-style-type: none"> • Attendance at accredited CPD activity pertaining to OCT • Completion of training package provided by equipment supplier

Professional development activities

1. *List* below any professional development activities you have undertaken in the 12 months prior to the submission of your plan:

1	
2	
3	
4	
5	
6	
7	
8	

2. *Attach a summary* of the professional development activities that you plan to undertake in the next 12 months that meets the minimum requirements in the Board's *Continuing professional development registration standard*.