



Policy: Extension of time to complete Pathway 2 for Endorsement for Scheduled Medicines

Background

The Podiatry Board of Australia (the Board) has an *Endorsement for Scheduled Medicines Registration Standard* approved by the Australian Health Workforce Ministerial Council pursuant to the *Health Practitioner Regulation National Law Act* as in force in each state and territory (the National Law).

The Board also developed *Guidelines for Endorsement for Scheduled Medicines* (Guidelines) under section 39 of the National Law to assist podiatrists applying for the first time or renewing an endorsement for scheduled medicines.

The Guidelines that were issued on 1 July 2010 were subsequently revised by the Board to make the requirements for endorsement more easily understood. An Information Package was also developed. The requirements for endorsement did not change.

The current Guidelines and Information Package came into effect on 15 March 2011.

This policy should be read in conjunction with the Board's *Endorsement for Scheduled Medicines Registration Standard*; *Guidelines for Endorsement for Scheduled Medicines* (15 March 2011); and the *Endorsement for Scheduled Medicines: Information package* (15 March 2011), which are published on the Board's website.

Pathways to Endorsement for Scheduled Medicines

The requirements for endorsement are set out in the Board's *Endorsement for Scheduled Medicines Registration Standard* and explained in the *Guideline and Information Package*. A podiatrist who wishes to apply to the Board to have their registration endorsed for scheduled medicines may follow one of two pathways (*Pathway 1* or *Pathway 2*) to meet the Board's requirements for an application for endorsement for scheduled medicines.

Pathway 2 requires among other things, the completion of 40 sessions of supervised practice (as demonstrated by the completion of 40 log sheets under supervision by a medical practitioner or a registered podiatrist with an endorsement for scheduled medicines) in an appropriate setting where active prescribing is occurring in a 12 month period.

The commencement date for undertaking the supervised practice requirements is the date of the signed Supervisory Agreement, as stated in the Information Package:

Prior to the commencement of supervised practice, the applicant must ensure that there is a signed Supervisor Agreement with the Supervisor. 40 log sheets are required to be completed during this period of supervised practice.

The Board has determined that the evidence to demonstrate 40 sessions of supervised practice, as required in the Endorsement for Scheduled Medicines Registration Standard, will include:

- A signed Supervisor Agreement as detailed in the Information Package, and
- 40 Log Sheets written by the applicant as detailed in the Information Package, and
- Certificate(s) of Completion of Supervised Practice as detailed in the Information Package.

Scope

This policy applies to podiatrists who are following *Pathway 2* to meet the Board's requirements for an application for endorsement for scheduled medicines.

Policy

1. Podiatrists who commenced 40 sessions of supervised practice before 15 March 2011

The current *Guidelines for Endorsement for Scheduled Medicines*, and Information Pack, which came into effect on 15 March 2011 have provided further explanation of the requirements for endorsement for scheduled medicines and their goal is to make these requirements more easily understood.

The Board acknowledges that although the Board's requirements for an endorsement for scheduled medicines have not changed, a period of transition may be required for podiatrists who commenced their period of supervised practice before the revised Guidelines and Information Pack were introduced on 15 March 2011.

The Board has decided that an extension of time to complete the 40 sessions of supervised practice (as demonstrated by the completion of 40 log sheets) may be granted to podiatrists in *Pathway 2* who:

- Commenced their 40 sessions of supervised practice before 15 March 2011; and
- Can demonstrate that they will have difficulty completing the supervised practice within a 12 month period.

A written request for an exemption must be made to the Board for consideration, outlining why the applicant will have difficulty completing the supervised practice within the 12 month period. Each case would be considered on its merits and depending on the particular circumstances, an extension of time to complete the 40 sessions of supervised practice may be granted.

2. Podiatrists who commenced 40 sessions of supervised practice after 15 March 2011

As the current *Guidelines for Endorsement for Scheduled Medicines* came into effect on 15 March 2011, those podiatrists who commenced their period of supervised practice for the purpose of *Pathway 2* on or after 15 March 2011 must complete the 40 sessions of supervised practice (demonstrated by the completion of 40 log sheets) within a 12 month period, as stipulated in the ESM Standard.

The commencement date for undertaking the supervised practice requirements is the date of the signed Supervisory Agreement.

3. Exceptional circumstances where an extension of time to complete *Pathway 2* for endorsement for scheduled medicines may be granted

The Board may also grant an extension of time for a podiatrist in *Pathway 2* to complete the 40 sessions of supervised practice (demonstrated by the completion of 40 log sheets) in exceptional circumstances.

General principles

- A written request for an extension of time to complete the 40 log sheets due to exceptional circumstances must explain the nature of those circumstances and the applicant would need to provide

evidence that their personal circumstances prevented them from completing the 40 log sheets in a 12 month period. Depending on the particular circumstances, the type of supporting evidence that would be required may include certified copies of medical reports.

- An extension of time to complete the 40 log sheets would only be granted where the podiatrist's practice has been significantly disrupted due to exceptional circumstances.

Consideration of an extension of time to complete the period of supervised practice (40 log sheets) may include, but are not limited to, the following circumstances.

Significant ill health of the practitioner

It is likely that most applications for an extension of time to complete the period of supervised practice due to significant ill health would occur in the context of a practitioner returning to practice after an absence.

An example of this particular exceptional circumstance might be when a practitioner stopped practice due to a serious illness and was unable to undertake the period of supervised practice (completion of log sheets) during the period of absence due to their illness.

In this circumstance, when the practitioner returned to practice, the Board may grant an extension of time for the practitioner to complete the log sheets. The practitioner would be required to provide evidence of their serious illness, such as a report from their medical practitioner.

Absence from practice due to parental (maternity/paternity/adoption) leave

An extension may be granted for a practitioner who takes parental leave.

Providing care or support to a member of their immediate family or household, because of a significant personal illness or injury affecting the member of their immediate family or household

An extension may be granted in circumstances where a practitioner's practice has been significantly disrupted due to having to provide care or support to a member of their immediate family or household, because of a significant personal illness or injury to that person.

Bereavement

An extension may be granted in circumstances where a practitioner's practice has been significantly disrupted due to the death of a member of their immediate family or household.

Definitions

Immediate family or household means:

- (a) a spouse (including former spouse), de facto partner (including former de facto partner), child, parent, grandparent, grandchild or sibling of the practitioner; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the practitioner.

De facto partner means

A person who, although not legally married to the practitioner, lives with the practitioner in a relationship as a couple on a genuine domestic basis (whether the practitioner and the person are of the same sex or different sexes).

Adopted: 24 August 2011