

Endorsement for Scheduled Medicines: Application Notes

Introduction

These notes have been developed by the Podiatry Board of Australia (the Board) to support applications for endorsement of registration for scheduled medicines. The Board's Registration Standard for Endorsement for Scheduled Medicines and Guidelines for Endorsement for Scheduled Medicines must be read in conjunction with this document.

The Board has developed an "*Information Package for Endorsement for Scheduled Medicines*" (referred to as the Information Package in this document). An applicant for an Endorsement for Scheduled Medicines is responsible for ensuring the Information Package is known to those health practitioners who are asked to write references, offer clinical experience and who undertake the role of the Supervisor. The information package is at Appendix A of this document.

Who can apply?

A podiatrist with **general registration** may apply for endorsement of his or her registration for scheduled medicines. An applicant must be able to demonstrate to the Board that he or she has the qualifications and clinical experience to be able to administer and prescribe scheduled medicines from the *List of Scheduled Medicines Approved by the Podiatry Board of Australia* (the National Drugs List).

Endorsement for scheduled medicines is available to:

- podiatrists with general registration
- podiatrists with general registration who have enrolled in and successfully completed an approved program of study in podiatric therapeutics
- Podiatrists with general registration who have enrolled in and successfully completed a program of study in podiatric therapeutics that the Board determines to be substantially equivalent to an approved program of study.
- Applicants enrolled in and who successfully completed an approved podiatric entry level program of study.

An Applicant after successfully completing an entry-level program of study may seek an endorsement for scheduled medicines immediately after the successful application for general registration. An applicant will require evidence of successful completion of:

- An approved program of study in podiatric therapeutics; **and**
- Board approved web-based case studies [20 hours]; **and**
- 160 hours / 40 sessions of supervised practice [40 Log Sheets and Supervisor Agreement] as described in these guidelines.

Podiatric Surgeons who are seeking Endorsement for Scheduled Medicines need to choose and successfully meet the requirements of either Pathway 1 or Pathway 2.

Overseas qualified podiatrists who are seeking Endorsement for Scheduled Medicines need to demonstrate equivalency of standards in education and/or training or have completed a course of study approved by the Board. These podiatrists will be expected to have completed education and training procedures equivalent to that undertaken by local podiatrists.

Pathways for Endorsement for Scheduled Medicines

The requirements for endorsement are set out in the Board's registration Standard for endorsement of scheduled medicines with further explanation in the Guidelines for Endorsement for Scheduled Medicines.

An applicant for a scheduled medicine endorsement must follow one of two pathways. The flow chart describes the pathways.

Pathways to Endorsement for Scheduled Medicines

An applicant for scheduled medicines endorsement must follow one of these pathways

Pathway 1

Satisfy criteria as described in the Guidelines

- A qualification in podiatric therapeutics approved by the Board
- 7 years' experience as a podiatrist
- 2 confirmatory references

OR

Pathway 2

Satisfy criteria as described in the Guidelines

- A qualification in podiatric therapeutics approved by the Board
- Web-based Case studies
- Supervised practice

Application

1. Complete the Application for Endorsement of Registration for Scheduled Medicine for Podiatrists form;
2. Submit Application form with fees; and
3. Certified copies of the additional documentation required.

The Information Package provides Board approved forms to be used with an Application.

Assessment of Application to determine if requirements have been met

Successful applicants for Endorsement of Registration for Scheduled Medicine for Podiatrists are required to meet:

1. Recency of Practice requirements
2. Additional CPD requirements
3. Professional Indemnity Insurance requirements

Notes relating to the Flow Chart

Pathway 1

Approved program of study in podiatric therapeutics

The approved program of study in podiatric therapeutics in the context of scheduled medicines endorsement is a program of study in the use of medicines that has been accredited for this purpose by the Australia and New Zealand Podiatry Accreditation Council [ANZPAC] and approved by the Podiatry Board of Australia.

Under Section 283 of the *Health Practitioners Regulation National Law Act* as enacted in participating jurisdictions (the National Law), existing programs of study leading to a scheduled medicines endorsement in a State or Territory participating in the National Registration and Accreditation Scheme (the National scheme could transition as approved programs of study. The Podiatry Board of Australia accepted the Podiatrists Registration Board of Victoria's list of existing approved programs of study to transition as 'approved programs of study in podiatric therapeutics' for these application notes.

Under section 94 (1) (a) (ii), the Board can approve qualifications that, in the Board's opinion, are substantially equivalent to, or based on similar competencies to, an approved qualification.

The approved programs of study are at Appendix A of this document.

Clinical experience

Clinical experience of seven (7) years, post-qualification as a podiatrist, in an appropriate setting where active prescribing is occurring, is required for this pathway.

The seven (7) years of clinical experience is defined as the equivalent to working seven years full time i.e. working 38 hours/week, 48 weeks/year, for seven years. The applicant has to provide sufficient detail in the reference report or provide other information to validate the 7-year experience.

The clinical setting of active prescribing refers to the podiatrist being involved in clinical decision making and participating in determining pharmacological management of patients with podiatric conditions. Specific information is required from two clinical referees.

Two confirmatory references

A reference is required from each of two clinicians confirming the podiatrist has completed this clinical experience and has had adequate experience in observing and participating in the administration and prescription of a variety of classes of restricted medicines for various foot related conditions.

The clinicians must be medical practitioners or podiatrists with Endorsement for Scheduled Medicines.

The Board has produced a guide to assist clinicians to provide the information required in the reference. This guide, "*Guide for a Clinician making a Reference about an Applicant's Clinical Experience*", is included in the Information Package, Appendix A. The Board must receive the confirmatory references which include all the details provided in the guide from both referees for the application of endorsement to be considered.

Pathway 2

Approved program of study in podiatric therapeutics

The approved program of study in podiatric therapeutics in the context of scheduled medicines endorsement is a program of study in the use of medicines that has been accredited for this purpose by the Australia and New Zealand Podiatry Accreditation Council [ANZPAC] and approved by the Podiatry Board of Australia.

Under Section 283 of the National Law, existing programs of study leading to a scheduled medicines endorsement in a State or Territory participating in the national scheme could transition as approved programs of study. The Board accepted the Podiatrists Registration Board of Victoria's list of existing approved programs of study to transition as 'approved programs of study in podiatric therapeutics' for these application notes.

Under Section 94 (1) (a) (ii) the Board can approve qualifications that, in the Board's opinion, are substantially equivalent to, or based on similar competencies to, an approved qualification.

The approved programs of study are at Appendix A of this document.

Web-Based case studies

The Board has determined that 20 hours of Board approved web-based case studies as stated in the registration Standard equate to 15 Board approved web-based case studies. Providers of web-based case studies are found in the Information Package.

Evidence of the successful completion of the web-based case studies is required for the application of the endorsement to be considered. Evidence will be a certificate provided by the education facility stating that an applicant has successfully completed the 15 Board approved web-based case studies.

Supervised practice

The applicant must complete 160 hours / 40 sessions of **supervised practice** (supervision by a medical practitioner or a registered podiatrist with an Endorsement for Scheduled Medicines) in an appropriate setting and where active prescribing is occurring preferably within a 12 month period. One session is of four (4) hours' duration.

Prior to the commencement of supervised practice, the applicant must ensure that there is a **Supervisor Agreement** in place with the Supervisor. A total of 160 hours / 40 sessions of supervised practice are required to be undertaken.

The Information Package, Appendix A, includes the following documents relevant for supervised practice:

- Supervisor Agreement
- Log Sheet Instructions
- Log Sheet
- Prescription Pad template
- Certification of Completion of Supervised Practice

These documents assist the Board to assess each application for Endorsement for Scheduled Medicines. **These documents must be used by the podiatrist when making the application.**

A **Log Sheet** must be completed for each session or each four hours of clinical practice. The Board's **Log Sheet Instructions** provide the details of the information required. The Supervisor Agreement and the 40 Log Sheets will need to be produced (certified copies with de-identification of patients) at the time of an application for endorsement.

Application for Endorsement of Registration for Scheduled Medicine for Podiatrists

If you consider you have met all criteria in either Pathway 1 or Pathway 2 an application may be made to the Board for Endorsement of Registration for Scheduled Medicines.

The required application form is on the Board's website at www.podiatryboard.gov.au or from the State or Territory offices of the Australian Health Practitioner Regulation Agency (AHPRA). Office locations are available at www.ahpra.gov.au. The form and the required additional documentation may be lodged by mail or in person to the AHPRA office. The appropriate fees are to be paid at the time of application.

Note:

1. Applicants must have general registration granted by the Board before applying for endorsement of scheduled medicines.
2. All documents required are to be certified copies – do not provide originals.
3. Use the Information Package documents and formats when providing the additional information.

Additional registration Standards for Podiatrists with Endorsement for Scheduled Medicines

The Board acknowledges that most podiatrists who gain an Endorsement for Scheduled Medicines have not independently prescribed or supplied scheduled 2, 3, 4, or 8 medicines previously.

In order to meet the principles of the recency of practice Standard, the Board will accept evidence that an applicant will successfully complete a **therapeutics update course** approved by the Board before commencing activities under their Endorsement for Scheduled Medicines for the first time.

The Board notes, that **podiatric surgeons** who have prescribed under State and Territory drugs and poisons legislation may have recency of practice in prescribing. These registrants **must also undertake the therapeutics update course** approved by the Board as the range of drugs that can be accessed under the endorsement will differ from the range of medicines previously administered or prescribed.

Details of approved therapeutics update courses and the education providers are included in the Information Package, Appendix A.

Podiatrists with an Endorsement for Scheduled Medicines must continue to meet other registration Standards, including:

- The additional **continuing professional development** requirements for Endorsement for Scheduled Medicines. The podiatrist must ensure they have the resources, expertise and skills necessary to fulfil their professional responsibilities safely and effectively.
- Adequate **professional indemnity insurance** for his or her practice.

Practice guidelines

The Board has developed and consulted to produce practice guidelines for podiatrists with Endorsement for Scheduled Medicines. These practice guidelines are incorporated into the *Guidelines for Endorsement for Scheduled Medicines* and address aspects of practice for podiatrists with scheduled medicines endorsement:

1. Communication with other members of the patient's treating team
2. The scheduled medicines that an endorsed podiatrist is qualified to prescribe or supply, the National Drugs List.

The podiatrist with Endorsement for Scheduled Medicines must be familiar with these practice guidelines.

The podiatrist must always refer to the drugs and poisons legislation in the jurisdiction of practice to determine the scheduled medicines authorized to prescribe or supply in that jurisdiction.

Audit

The Board will randomly audit podiatrists with Endorsement for Scheduled Medicines annually.

Appendix A

Information Package

Endorsement for Scheduled Medicines

Summary

The Podiatry Board of Australia (the Board) has developed this “**Information Package for Endorsement for Scheduled Medicines**” (referred to in the Application Notes for Endorsement for Scheduled Medicines as the Information Package).

An Applicant seeking Endorsement for Scheduled Medicines is responsible for ensuring the Information Package is known to those health practitioners who are asked to write references, offer clinical experience and who undertake the role of the Supervisor.

This document must be read in conjunction with the Board’s Endorsement for Scheduled Medicines Registration Standard and the Guidelines for Endorsement for Scheduled Medicines. These documents are available at www.podiatryboard.gov.au.

Additional information can be provided by contacting the Chair, Jason Warnock by email at chair@podiatryboard.gov.au.

This information package provides details relevant to podiatrists seeking Endorsement for Scheduled Medicines on:

- approved programs of study
- guide for a clinician making a reference about the applicant’s clinical experience
- web-based case studies
- supervisor agreement
- log sheet instructions
- log sheet format
- prescription pad templates
- certification of completion of supervised practice and
- therapeutics upgrade course.

Approved Programs of Study

An approved program of study in podiatric therapeutics is essential for all applicants seeking an Endorsement for Scheduled Medicines. The approved programs of study are as listed in this Information Package. An applicant whose qualifications are not listed here may contact the Board for advice.

Approved programs of study that transitioned on 1 July 2010

Podiatrists who completed these courses in the years indicated have been deemed to have met the course requirement towards gaining an Endorsement for Scheduled Medicines.

La Trobe University

Bachelor of Podiatry completed in 2003 or later
Graduate Diploma in Podiatry (Pharmacology Units)
Honours degree in Podiatry (Pharmacology Units)

Pharmacology Units

Certificate of successful completion of pharmacology units (as single subjects) equivalent to those offered in the Bachelor of Podiatry course at La Trobe University in 2000 or later

Charles Stuart University

Bachelor of Health Science (Podiatry) completed in 2004 or later

University of South Australia

Bachelor of Podiatry completed in 2012 or later
Certificate of successful completion of graduate course in Advanced Pharmacology for Podiatrists dated 2006 or later

Queensland University of Technology

Bachelor of Health Science (podiatry) completed in 2013 or later

Approved under Section 94 (1)(a)(ii) of the National Law as another qualification that, in the Board's opinion, is substantially equivalent to, or based on similar competencies to, an approved qualification

Curtin University

Masters of Podiatry (discontinued in 2005)

Guide for a clinician making a reference about an applicant's clinical experience (Pathway 1)

A Podiatrist may have his/her registration endorsed to permit him/her to administer, obtain, possess, prescribe, sell, supply or use Schedule 2, 3, 4 or 8 medicines for the short-term treatment of podiatric conditions, from a *List of Scheduled Medicines Approved by the Podiatry Board of Australia* (the National Drugs List).

Background information

To become endorsed the Podiatrist must have completed education [approved by the Board] in pharmacotherapy an approved program of study in podiatric therapeutics or a program of study determined by the Board to be substantially equivalent to an approved program of study and have had experience working in an appropriate setting where active prescribing is occurring.

Clinicians who are asked to provide a statement for a Podiatrist seeking Endorsement for Scheduled Medicines are asked to consider the following documents on the Board's website at www.podiatryboard.gov.au:

1. Endorsement for Scheduled Medicines Registration Standard
2. Guidelines for Endorsement for Scheduled Medicines, including
 - Practice Guidelines
 - The National Drugs List for Podiatrists with Endorsement for Scheduled Medicines
 - Approved programs of study.

Podiatrists who can provide evidence of clinical work as a Podiatrist for at least seven years (i.e. equivalent to seven years full time, working 38 hours/week, 48 weeks/year, for a seven year period) in a setting where active prescribing is occurring and obtained experience observing and working with clients/patients who have podiatric conditions requiring treatment using restricted drugs, may meet the Board's clinical experience requirement (Pathway 1). A Podiatrist without this experience must complete 15 Board-approved web-based case studies and document 40 Log Sheets from 160 hours of supervised clinical experience (Pathway 2).

The Reference (Pathway 1)

A reference is required from each of two clinicians who have worked with the applicant, in an appropriate setting for an equivalent period of seven years or more, to confirm that the applicant has achieved an appropriate level of clinical expertise from working with clients/patients who have been treated with or prescribed restricted drugs. Each reference also confirms that the clinician is confident that the applicant is 'work ready' to prescribe drugs from the National Drugs List provided in the Board's Guidelines.

Clinicians providing a reference are asked to include the following information and comment:

- 1) Their name, postal address, email address and phone number
- 2) Their qualifications and clinical position
- 3) The name of the Podiatrist for whom the statement is made and the Podiatrist's current position
- 4) The nature of the working relationship with the applicant [Podiatrist]

- 5) The duration of time that the clinician has known the applicant
- 6) The length of time that the applicant has worked at the facility/ies
- 7) A reference acknowledging that:
 - the applicant has frequently observed, been involved with and actively discussed the management of clients/patients who have required the administration and/or prescription of restricted drugs
 - the applicant is able to write prescriptions and is aware of the legal, commercial and ethical decisions relating to the prescription of scheduled medicines
 - that the applicant has demonstrated broad knowledge and skills relating to the safe administration of and prescription of the scheduled medicines listed in the Board's Guideline.

The applicant will provide detailed Log Sheets, following the format illustrated on page 19 of this Information Package. The Board acknowledges that there will be no clinician or supervisor as required for the podiatrist following pathway 2. The Log Sheet will offer the applicant the opportunity to demonstrate his/her experience with each of the classes of drugs from the List of Scheduled Medicines Approved by the Podiatry Board of Australia (the National Drugs List). Each Log Sheet will relate to the management of a podiatric condition and include a sample prescription. A copy of the Log Sheets will be provided to both the clinicians providing the reference.

Each clinician providing the reference will acknowledge the Log Sheets provided by the podiatrist by signing each Log Sheet. A certified copy of the Log Sheets and the reference are required when the application is made. The Log Sheets may assist the clinician to provide substance to the details requested in the reference.

The reference must include sufficient information to satisfy the Board that the applicant has achieved the appropriate level of clinical expertise to administer or prescribe restricted drugs.

The Board retains the right to refuse an application for Endorsement for Scheduled Medicines if it is the Board's opinion that the clinician's reference does not provide sufficient information to demonstrate the knowledge and skills required to safely administer and prescribe the scheduled medicines listed in the Board's Guidelines.

Alternative Pathway (Pathway 2)

If the applicant meets the academic requirements but not the clinical experience to safely administer and prescribe scheduled medicines, then the applicant is able to refresh and develop this experience through an alternative pathway (Pathway 2 as described in the Board's Application Notes). The Board requires the applicant to successfully complete 15 approved web-based case studies and 40 Log Sheets as part of a clinical experience in association with a Supervisor.

Web-based case studies (Pathway 2)

The Board has determined that 20 hours of Board-approved, web-based case studies, as stated in the Registration Standard for Endorsement for Scheduled Medicines equates to 15 Board approved web-based case studies.

Evidence of successful completion of the Board-approved, web-based case studies is required for the application of the endorsement to be considered. The education provider will provide a certificate to the Podiatrist on the successful completion of the 15 web-based case studies. A certified copy of the certificate is required when applying for the endorsement.

Course Providers

Currently, **La Trobe University** is the only course provider. La Trobe provides the web-based case studies and the Therapeutics Update Course as one resource.

The web-based case studies can be accessed and completed at your own pace.

Course information:

Web-based case studies and Therapeutics Update Course for Podiatrists
The Institute of Advanced Study, La Trobe University (or alternate location)

If there are any questions about the course, please contact:

Margot Hatty
Administrative Officer
Department of Podiatry
La Trobe University, VIC 3086.
Tel: (03) 9479 5422
Email: m.hatty@latrobe.edu.au

Supervisory Agreement (Pathway 2)

Notes accompanying the Supervisory Agreement

Applicant

A Podiatrist with General Registration with the Podiatry Board of Australia seeking Endorsement for Scheduled Medicines.

Supervisor

A registered Health Practitioner – a medical practitioner or a Podiatrist endorsed for scheduled medicines. This agreement must be signed and dated by the Applicant and Supervisor. Not all sessions are required to be directly monitored by the Supervisor but must be monitored by a suitably qualified Health Practitioner.

Outline

Supervision by the registered Health Practitioner (the prescriber) within a setting where active prescribing is occurring is one component of the formal requirements for Podiatrists who apply for Endorsement for Scheduled Medicines.

Preferably within a twelve month period, 40 Log sheets (samples of which are contained in this information package) are to be completed by the applicant and signed off by the Supervisor. The Log Sheets are to be submitted to the Board as part of the application for the endorsement. The form “Certification of Completion of Supervised Practice” is to be completed by the Supervisor, provided to the Podiatrist and included with the Log Sheets as part of the application for the Endorsement for Scheduled Medicines.

The Supervisor must be familiar with and understand the Board’s Endorsement for Scheduled Medicines Registration Standard and the Guidelines for Endorsement for Scheduled Medicines, prior to the commencement of the supervision. These documents are available at www.podiatryboard.gov.au.

Protocol

Attendance and participation by the Podiatrist for a period of 160 clinical hours, preferably within a 12-month period in a facility where active prescribing is occurring is required. More than one facility may be used and multiple appropriately qualified clinicians may supervise the applicant. The applicant is required to share Log Sheets with all participating clinicians and the Supervisor to ensure a mix of clinical experiences and learning objectives is achieved.

Exposure to a variety of settings is essential for a mix of clinical experiences. The Podiatrist should have an opportunity to review and work with clients/patients across the continuum of care. Log Sheets should reflect this variety of placements such as: high risk foot clinics, teaching clinics, emergency departments, the operating room, rheumatology clinics, endocrinology clinics, general medical practice and aged care facilities.

Clinical Experience

When signing off on the Log Sheets prepared by the Podiatrist applying for Endorsement for Scheduled Medicines, the Supervisor should ensure that the suite of Log Sheets reflects:

- a diversity of clients/patients
- a diversity of clinical settings
- a diversity of medical conditions
- a diversity of prescribing of scheduled medicines
- observance of Quality Use of Medicine principles
- that the Podiatrist has experienced and understood the ethical, legal and commercial decisions necessary for independent prescribing for the treatment of podiatric conditions.

The Supervisor should ensure the Podiatrist:

- is exposed to a range of therapeutic uses of scheduled medicines
- observes the pharmacological decision decision-making and management
- observes and reflects on the Quality Use of Medicine principles relating to prescribing

- is witness to the communication between the client/patient and the health professionals who contribute to his or her health management
- is exposed to and involved with prescription writing
- considers the ethical and legal decisions and the commercial obligations regarding the prescribing of scheduled medicines for the client
- completes the 40 Log Sheets in line with the Log Sheet Instructions (included in this Information Package).



Supervisory Agreement

I _____ (*the Supervisor*) agree to supervise
_____ (*the Podiatrist*) who will work towards
achieving the clinical experience required for application for an Endorsement for Scheduled Medicines with
the Podiatry Board of Australia.

Signature: _____ [Supervisor] Date: _____

I _____ (*the Podiatrist*) accept the Supervisor
Agreement. I will abide by the notes accompanying the Agreement, the intention of the protocol of this
document and the content of the Information Package.

Signature: _____ [Podiatrist] Date: _____

The Podiatry Board of Australia retains the right to refuse the application for Endorsement for Scheduled Medicines if it is the Board's opinion that the applicant has not completed the Log Sheets with sufficient information or demonstrated a diversity of clinical experiences.

Log sheet instructions (Pathway 2)

Log Sheet – to demonstrate clinical experience and learning objectives

1. A suite of 40 Log Sheets from a diverse range of case studies and clinical settings involving scheduled medicines with the management of podiatric conditions are required as part of the application for the Endorsement for Scheduled Medicines.
2. The Podiatrist is required to present sufficient information in each Log Sheet to satisfy the Supervisor and the Board that the objectives of the education sessions are being met (as per Certification of Completion of Supervised Practice).
3. Log Sheets are to be numbered consecutively from 1 to 40.
4. All fields are to be completed for each numbered Log Sheet.

Date of Observation for this case study : _____

Podiatrist's Name: _____

Clinician's Name: _____

Place name of clinical setting: _____

[eg St David's Hospital, ED]

The '**date of observation for this case study**' is the actual date of the consultation that is the basis of the case study.

The '**Podiatrist's name**' is the name of the applicant for Endorsement for Scheduled Medicines [the Podiatrist] and the person completing the Log Sheet.

The '**Clinician's name**' is the name of the person who is attending and/or responsible for the management of the client/patient. The clinician may be the Podiatrist's Supervisor or another health practitioner. The name of the clinician is provided so that the Supervisor can discuss issues of the case with the clinician (if required) when the Log Sheet is discussed.

The '**place name of clinical setting**' must adequately describe the setting for this clinical experience.

5. A **Session Description** will be provided. The basis of the session should be structured around a medication, patient or procedure class.

An example of a Session Description follows:

In this session, prescription of pain medications was explored in relation to multi-modal pain control after an acute injury. The complex interactions between the various pain medications and other drugs were explored. A sample prescription was written and discussed with the Supervisor.

6. Each Log Sheet must contain one individual case study involving a de-identified client/patient. The client/patient is observed or treated by the Podiatrist. The Podiatrist will have been involved in a

discussion with the clinician regarding the management of a podiatric condition and the prescription or administration of a scheduled medicine.

7. Each Log Sheet should reflect a case study and the decisions relating to the use of scheduled medicines observed during the session. Issues of consideration: medical history, medication history, drug/s prescribed, dosage, duration of prescription, contra-indications, drug interactions, information for client/patient, ethical and legal obligations, commercial implications, communication with other health providers, shared care protocols and knowledge of the National Drugs List.
8. The Podiatrist will use the Log Sheet format provided by the Board to present the case study. A Microsoft Word® document of the Log Sheet will be provided if requested.
9. A sample prescription for a scheduled medicine on the 'List of Scheduled Medicines as Approved by the Podiatry Board of Australia (The National Drugs List)' will be written for the client/patient by the Podiatrist. The sample prescription is to be attached to each Log Sheet. A template of a sample prescription is provided on the Board's website and is also provided in this Information Package.
10. The Log Sheet must be discussed with the Supervisor to enable the Supervisor to be confident that the clinical experience relates to a podiatric intervention and contributes to the diverse scenarios required for the Board to favourably consider the application for Endorsement of Scheduled Medicines.
11. The Board requires 40 Log Sheets to ensure the applicant can demonstrate knowledge and skill in the administration or prescription of the scheduled medicines on the National Drugs List. The Board's expectation is that the applicant will cover the range of scheduled medicines from the National Drugs List and that this will be reflected in the case studies documented in the Log Sheets.

The range of scheduled medicines includes: anti-mycotics, anti-bacterials, anti-inflammatories, pain management, anti-histamines, local anaesthesia, emergency [anaphylactic reactions] and anti-anxiety agents.

12. Whilst not all cases in the sessions must involve foot pathology, all of the Log Sheets must involve foot pathology. 50% of Log Sheets require there to be more than one class of drugs involved in the case study.
13. The Log Sheet must be **signed and dated** by the Supervisor and the Podiatrist [both people have signed a Supervisory Agreement prior to the commencement of the clinical experience]. The Supervisor does not necessarily need to witness the clinical experience relating to the Log Sheet. However, the Podiatrist needs to be able to discuss with the Supervisor the medical aspects of the clinical experience and the considerations and decisions relating to prescription or administration of the various scheduled medicines related to the case.
14. The case has to be related to a podiatric condition, intervention or management. The Supervisor can contact the Clinician should he/she require clarification of the details of the Log Sheet.
15. The Podiatry Board of Australia retains the right to refuse the application for Endorsement for Scheduled Medicines if it is the Board's opinion that the completed Log Sheets do not provide sufficient information to demonstrate the knowledge and skills required to safely administer and prescribe the scheduled medicines in the National Drugs List. The documentation of the suite of 40 Log Sheets must

be the applicant's own work. Each Log Sheet is to be his/her original work. 'Cut and paste' or repeated 'copied' text will not be accepted.

16. The Podiatrist is responsible for submitting certified copies of the completed suite of 40 Log Sheets with the application for Endorsement for Scheduled Medicines.

Attach your
sample
prescription
here

Log Sheet

Complete this document with reference to the Board's 'Log Sheet Instructions'

Log Sheet no: _____ **Date of Observation for this Case Study:** _____

Podiatrist's Name: _____

Clinician's Name: _____

Place name of clinical setting: _____
[eg St David's hospital, ED]

Session Description: <enter your text here>

Case Study

This de-identified case study relates to a client/patient who was treated by the clinician on the day and place as stated on this Sheet.

Subjective: <enter your text here>

Objective:

Assessment:

Plan:

Education:

Review:

Supervisor's signature:

Date:

Podiatrist's signature:

Date:

A Microsoft Word® document of the Log Sheet will be provided if requested.



Podiatry Board of Australia – standard prescription pad template.

PRESCRIPTION

Full Name
Podiatrist Endorsed for Scheduled Medicines

Address: Insert
Address: Insert
Phone: 12 3456 7890
Fax: 12 3456 7890

Podiatry Board of Australia- **Registration No: xxx**

Patient details:

Date:

Name

.....

DOB

Address

.....

.....



Prescriber's signature



Podiatry Board of Australia – standard prescription pad template

PRESCRIPTION

Full Name
Podiatric Surgeon Endorsed for Scheduled Medicines

Address: Insert
Address: Insert
Phone: 12 3456 7890
Fax: 12 3456 7890

Podiatry Board of Australia- **Registration No: xxx**

Patient details:

Date:

Name
.....

DOB

Address
.....
.....



Prescriber's signature

Certification of Completion of Supervised Practice

(Pathway 2)

This feedback form is to be completed after the supervision period (160 hours) has been completed by the Podiatrist seeking Endorsement for Scheduled Medicines with the Podiatry Board of Australia. The form is to be completed and signed by each Supervisor who had previously signed a Supervisor Agreement form for the applicant. The Podiatrist will provide this feedback form and the Supervisor Agreement form to the Board with a certified copy of each of the 40 completed Log Sheets when applying for the Endorsement for Scheduled Medicines.

Podiatrist [print name]: _____

Supervisor [print name]: _____

	Always	Mostly	Sometimes	Never
General peer support				
The Podiatrist and the supervisor reviewed matters of pharmacological management and decision making regularly?				
The Podiatrist and supervisor discussed the content of each of the Log Sheets?				
By the end of the supervised clinical practice period, was appropriate understanding shown by the Podiatrist, in the following areas:				
1) Medical history				
2) Medication history				
3) Drug prescribed				
4) Dosage				
5) Duration of prescription				
6) Contra-indications				
7) Drug interactions				
8) Information provided for client/patient				
9) Writing of prescriptions				
10) Ethical and legal obligations				
11) Commercial implications				
12) Communication with other health providers				
13) Shared care protocols				
14) Knowledge of the National Drugs List				

Supervisor's signature
Date:

Applicant podiatrist's signature
Date:

Therapeutic Update Course (Pathway 1 and Pathway 2)

The Board acknowledges that most Podiatrists with an Endorsement for Scheduled Medicines have not independently prescribed or supplied Schedule 2, 3, 4, or 8 medicines previously. In order to meet the principles of the Recency of Practice Standard, the Board will accept evidence that an Applicant will successfully complete a **therapeutics update course** approved by the Board before commencing activities under their endorsement for the first time. The Recency of Practice Registration Standard is on the Board's website, www.podiatryboard.gov.au.

The Board notes that podiatric surgeons who have prescribed under State and Territory drugs and poisons legislation may have recency of practice in prescribing. These registrants must also undertake the therapeutics update course approved by the Board as the range of drugs that can be accessed under the endorsement will differ from the range of medicines previously administered or prescribed.

A certificate of attendance will be accepted as evidence of completion of the therapeutics update course. A Podiatrist with endorsement for scheduled medicine will forward this evidence to the Board prior to commencing activities under the endorsement for the first time.

The aim of the update course

The main aim of the update course is to provide practising Podiatrists who are in the process of fulfilling the Board's requirements enough information to be able to effectively and legally prescribe designated medicines with knowledge, confidence, efficacy and safety.

It is important that the participants are aware that they will have the ability to administer and prescribe a relatively small range of medicines, but that these medicines may be very potent and possibly toxic. Therefore, it is vital that a *full* medical and medication history be obtained before considering prescribing anything.

Specific objectives

At the conclusion of this series of lectures, attending Podiatrists should be able to:

1. list which medications they will be able to administer and prescribe
2. the legal requirements for each of the scheduled medicines
3. adhere to the requirements of the drugs and poisons legislations and the National Law as they pertain to a registered Podiatrist endorsed for scheduled medicines
4. source the major sources of evidence-based information about medicines
5. detail the role of antibiotics in podiatric therapy and the potential problems associated with anti-microbial use, an understanding of the modes of actions of anti-microbials, the problems of resistance and the consequences of inappropriate prescribing
6. demonstrate the action to take if a patient develops anaphylaxis
7. know the mode of action, indications, contraindications, precautions, main adverse effects, important drug interactions, dose forms and doses of:
 - a) anti-bacterial agents
 - b) oral anti-fungal agents
 - c) topical anti-fungal agents
 - d) opioid analgesic agents
 - e) anti-histaminic agents

- f) benzodiazepines
 - g) topical corticosteroids and
 - h) systemic corticosteroids
8. define the concept of drug to drug interactions, both pharmacological and pharmacokinetic and know where to find information about the clinical relevance of such interactions
 9. identify possible adverse drug reactions, and to be able to predict and/or prevent such adverse reactions
 10. be aware of the signs of addiction and addictive behaviours in patients and what to do if you suspect a patient is attempting to obtain a prescription to feed an addiction
 11. know how to take a medical and medication history
 12. know how to write a legal prescription
 13. know when to refer.

Course providers

Currently, **La Trobe University** is the only course provider.

Course information:

Therapeutics Update Course for Podiatrists, The Institute of Advanced Study, La Trobe University (or alternate location)

15-hour course (2.5 days) and includes: course notes, catering and the instruction (update course and web-based case studies).

If there are any questions about the course, please contact:

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