

Policy: Endorsement for Scheduled Medicines - Extension of time to complete period of supervised practice under Pathway B

Introduction

This policy should be read in conjunction with the Podiatry Board of Australia's (the Board) *Registration standard: Endorsement for Scheduled Medicines Registration Standard* (ESM registration standard) and *Guidelines: for Endorsement for Scheduled Medicines* (ESM guidelines), which are published on the [Board's website](#)

Context

The requirements for a podiatrist or podiatric surgeon to have their registration endorsed for scheduled medicines are set out in the Board's ESM registration standard and ESM guidelines.

There are two pathways for endorsement for scheduled medicines:

- Pathway A - approved qualification pathway, and
- Pathway B - supervised practice pathway for registered practitioners

Pathway B requires among other things, the completion of a period of supervised practice in Australia that is undertaken under the guidance of a mentor over a minimum of 150 hours within a 12-month period.

The period of supervised practice must be completed within 12 months of the date that the practitioner is advised in writing that they have met the prerequisites for supervised practice under Pathway B.

Who does the policy apply to?

This policy applies to podiatrists and podiatric surgeons who are undertaking Pathway B to meet the Board's requirements for an application for endorsement for scheduled medicines.

Extension of time to complete supervised practice under pathway B

If a practitioner is unable to complete the minimum of 150 hours of supervised practice within a 12-month period, the Board may grant an extension of time to complete the period of supervised practice in exceptional circumstances.

General principles

- A written request for an extension of time to complete the minimum 150 hours of supervised practice within a 12-month due to exceptional circumstances must explain the nature of those circumstances. An application form for an extension to the period of supervised practice is published on the [Board's website](#).
- The practitioner requesting the extension must provide evidence that their personal circumstances prevented them from completing the minimum 150 hours of supervised practice 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 period of supervised practice would only be granted where the podiatrist or podiatric surgeon's practice has been significantly disrupted due to exceptional circumstances.

Examples of exceptional circumstances

Consideration of an extension of time to complete the period of supervised practice may include, but is not limited to, the following circumstances. The Board may consider other types of exceptional 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 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 their supervised practice and portfolio of evidence. 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 spouse (including former spouse), de facto partner (including former de facto partner), child, parent, grandparent, grandchild or sibling of the practitioner; or
- 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).

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