



Career breaks and recency of practice

Webinar hosted by
Occupational Therapy Board of Australia
4.30pm, Monday 23 February 2015

Today's presentation

PART ONE – PLANNING A BREAK

- Defining the recency of practice standard
- Three registration options
- Continuing Professional Development requirements
- Your questions

PART TWO – RETURNING TO PRACTICE

- Scrutinise your practice history
- Pathway if you don't have recent practice
- Supervised practice requirements
- Returning to part-time practice
- Your questions

Quick poll

What type of registration do you currently hold?

- General
- Provisional
- Limited
- Non-practising
- Not registered

Meet Mary



Dr Mary Russell

Chair

Occupational Therapy Board of Australia

Registration recap

- You must be registered to use the title Occupational Therapist.
- Different types of registration are available to provide flexibility throughout your career.
- **30 November** every year: registration renewal deadline.

Registration standards

1. Criminal history
2. Professional indemnity insurance
3. Recency of practice
4. Continuing professional development (CPD)
5. English language

Recency of practice

- When you apply for registration, and renew it you declare that you have:
 - A minimum six months full time equivalent practice in the five years leading up to the renewal date.**
- Full time equivalent (FTE) = >30 hours work per week
- Six months FTE in the past five years = >720 hours of practice.

Planning ahead for extended breaks

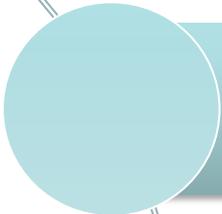
To help guide your decision-making, examples of different career breaks will include:

- Travelling overseas
- Parental leave
- Career change

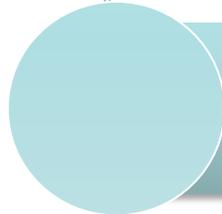
Consider...

- How long will your absence be?
- Will you practise occupational therapy at all?
- Can you do 30 hours of CPD each year?
- Will you want to return to practice quickly?

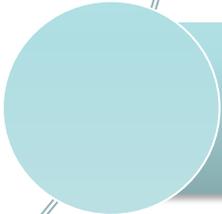
Three options – which best suits your break?



Maintain general registration



Switch to non-practising registration



Registration lapses

Option 1: Maintain general registration

- Can use the title occupational therapist.
- Can practise.
- Registration fee: \$160.
- Must continue to meet all registration standards.
- If you cease to meet Recency of Practice in the future, you can change registration category.

- *When ready to return to practice:*
 - No additional processing.
 - Must meet registration standards for all practice.

Option 2: Non-practising registration

- Cannot practice as occupational therapist (paid or voluntary).
- Not required to meet Recency of Practice, CPD and PII.
- Registration fee is lower (at present \$40).
- Can use title occupational therapist – clarify not practising.

- *When ready to return to practice:*
 - Apply to change registration category to general registration.
 - Faster processing.
 - Recency of practice requirements.

Option 3: Registration lapses

- Advise AHPRA of intention not to renew.
- Must not use title occupational therapist.
- Cannot practice as occupational therapist (paid or voluntary).
- No fees, no requirement to meet registration standards.
- *When ready to return to practice:*
 - Complete new application.
 - Application fee plus registration fee .
 - Processing time.
 - Recency of practice requirements.

Example: travelling

- Nick is moving overseas.
- Combination of OT work and holiday.
- Return date unknown, but likely 12 months+.
- Plans to seek work as an occupational therapist when he returns.

Note: overseas practice and CPD counts, provided you keep detailed records.

Nick's registration options while travelling

- Maintain general registration
- Switch to non-practising registration
- Registration lapses

Continuing professional development

- A **minimum of 30 hours per year** directed towards maintaining currency in your occupational therapy practice.
- CPD conducted overseas can count – provided you keep appropriate, detailed records of learning.

Example: parental leave

- Sarah is pregnant and planning to take 6-12 months parental leave
- Has a CPD plan and activities mapped out for while on leave
- Plans to return to work, but precise date not yet decided.

Sarah's registration options – parental leave

- Maintain general registration
- Switch to non-practising registration
- Registration lapses

Continuing professional development reminder

30 hours CPD can comprise:

- Formal learning (max. 25 hours)
 - Informal learning (max. 25 hours)
 - Engagement with the profession (max. 10 hours).
-
- Must be clearly linked to maintaining currency in occupational therapy.

Informal learning example

Reading Log 2014

Month	Focus – why I read this	Title	Reflection / summary
March	Efficiency and effective work practices / strategies for success	Your brain at work (chapter 1)	Compared the cortex and what we know about prefrontal areas to the typical demands of a busy work life. Used metaphor of actors on a stage – your brain is the stage and if we have too many players (ideas or things to do) onstage at once we lose the plot. Suggested strategies: Do complex task when highest energy; don't try to multi task; don't over rely on memory - use cues to support your brain.
April	Read in preparation for Portfolio 400	Reflection: principles and practices for healthcare professionals 2 nd ed. Ghaye T & Lillyman S, Quay books UK	Appreciative reflection – a change from deficit or problem focussed reflection to wondering about strengths and success. Not mutually exclusive but can enable people or organisations to grow from what already doing well. Reflective conversations – very similar to what we used to do in strategies for IP, is it worth bringing this technique back at 4 th year level?
April	Portfolio 400	Katherine R. Von Culin, Eli Tsukayama & Angela L. Duckworth (2014): Unpacking grit: Motivational correlates of perseverance and passion for long-term goals, The Journal of Positive Psychology: Dedicated to furthering research and promoting good practice	Grit is a psychology theory – used to explain long term success outcomes that are not reliant on talent, IQ or social status. This article compares grit with happiness theories and proposes that grit is correlated with individuals with a motivation towards meaning and engagement (Seligman) rather than to pleasure. Is this a useful concept for 4th years? Are OT student who succeed in the program people with grit? I wonder if it could be measured longitudinally or in 1 st year? Watched 6 minute TED talk by author – will use as a warm up in pp400. Did follow-up - GRIT questionnaire, scored a 4/5 for grittiness.

Example: career change

- Sam is being seconded for twelve months to a Human Resources role, unrelated to OT.
- Time for CPD will be limited.
- Needs to keep her options open, as she's not sure if she will return to OT practice afterwards.

Sam's registration options – career change

- Maintain general registration
- Switch to non-practising registration
- Registration lapses

Professional indemnity insurance (PII)

- Don't forget PII – you need it to cover any OT practice.
- Adjust your PII to suit your level of registration and practice.
- Under the National Law, a registered health practitioner must not practise their profession unless they have Professional Indemnity Insurance (PII) arrangements in place.

Your questions?

- Planning ahead for extended breaks
- Non-practising registration
- The recency of practice standard.

Coming up:

- Pathway if you don't have recent practice
- Supervised practice.

Part two – returning to practice

- Scrutinise your practice history
- Pathway if you don't have recent practice
- Supervised practice requirements
- Returning to part-time practice
- Your questions

Scrutinise your practice history

- The definition of practice is broad.
- It includes any role, whether paid or not, in which you use your skills and knowledge as an occupational therapist.
- Practice is not restricted to direct clinical care.
- It includes using professional knowledge in management, administration, education, research, advisory, regulatory or policy roles.

Example:

Five years+ absence from practice

- Julie qualified in occupational therapy, but hasn't practised since 2006.
- Wants to return to Occupational Therapy.
- She has never held registration in the National Scheme.

Note: Registration applications that don't meet recency are considered by the Board on a case-by-case basis.

Application to return to practice

- After an absence of 5+ years – must demonstrate current competence to practice:
 - Complete a minimum 30 hours relevant CPD in the 12 months prior to applying for registration
 - Submit supporting information with registration application:
 - registration and practice history
 - period of absence from the profession
 - activities related to OT practice in the previous five years
 - history of CPD completed
 - any additional study undertaken or qualifications obtained during the period of absence from practice.

Supplementary information form

- Julie doesn't meet recency, so she completes this form with her application for provisional registration:



Recency of Practice - Supplementary Information Form

The Occupational Therapy Board of Australia requires practitioners to maintain competence to practise. The Board requires that a minimum of six months full-time equivalent occupational therapy practice has been undertaken during the five-year period immediately prior to commencement of the registration period.

The Board's assessment of applications and renewals that do not meet the recency of practice requirement will take into account a range of items. Practitioners requiring such an assessment are invited to complete the following template and submit it with their application form.

Practitioners must read the Board's Recency of Practice registration standard before completing this form: www.occupationaltherapyboard.gov.au

Occupational Therapist registration number:

Full Name:

Email:

a) Registration and practice history  Please attach your curriculum vitae in the standard format specified by AHPRA www.ahpra.gov.au

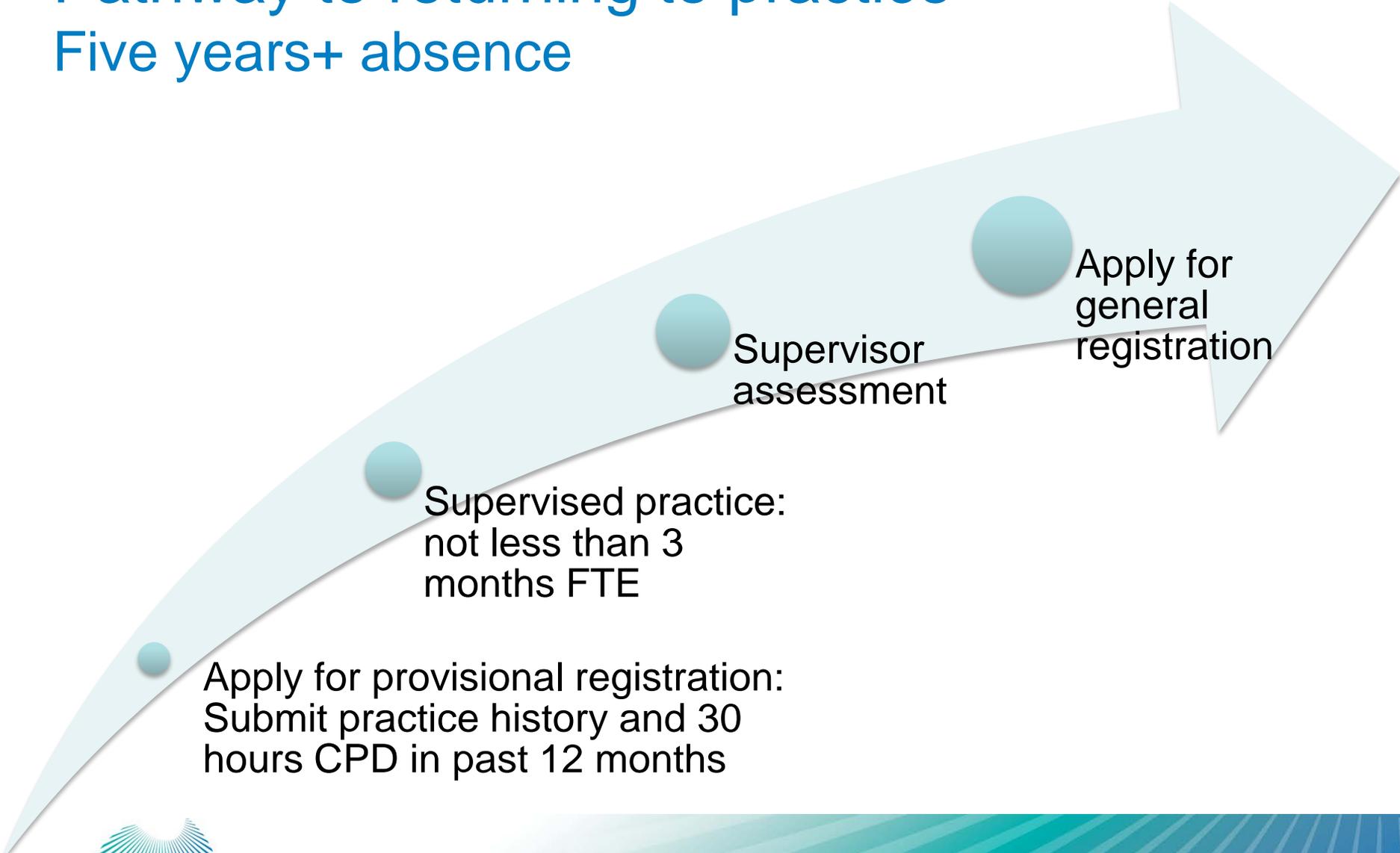
b) Period of absence from the profession  Please attach a separate sheet with additional details that do not fit within the space provided.

c) Activities related to the practice of occupational therapy undertaken in the previous five years  Please attach a separate sheet with additional details that do not fit within the space provided.

d) CPD completed within the last 12 months  Please attach a separate sheet with additional details that do not fit within the space provided.

Pathway to returning to practice

Five years+ absence



Apply for provisional registration:
Submit practice history and 30
hours CPD in past 12 months

Supervised practice:
not less than 3
months FTE

Supervisor
assessment

Apply for
general
registration

Supervised practice

- Must complete three months FTE supervised practice to qualify for general registration.
- The Board determines the level of supervision required:
 - Direct supervision (level 1)
 - Indirect supervision (level 2)
 - Remote supervision (level 3)

Guidance for supervisors

- Supervision guidelines and report templates are available on our website under 'Codes and guidelines'.
- Look for the supervision guidelines (right).

Supervision Guidelines for Occupational Therapy

29 August 2014

Introduction

These guidelines for supervision of occupational therapists have been developed by the Occupational Therapy Board of Australia (the Board) under section 39 of the Health Practitioner Regulation National Law as in force in each state and territory (the National Law).

These guidelines will be considered in a range of Board related registration and notification matters resulting in supervision arrangements. Guidelines approved by a National Board may be used as evidence of what constitutes appropriate professional conduct or practice for occupational therapy in proceedings against a health practitioner under the National Law, or a law of a co-regulatory jurisdiction.

The relevant sections of the National Law are set out in Appendix 1.

Purpose

Consumers of occupational therapy services have the right to expect the delivery of safe, competent and contemporary occupational therapy services at all times, including when an occupational therapist is practising while under supervisory arrangements.

Appropriate supervision provides assurance to the Board and the community that the registrant's practice is safe and is not putting the public at risk.

These guidelines set out the principles the Board considers central to safe and effective supervision for a range of regulatory needs.

Summary

Practitioners with limited or provisional registration, or with conditions or undertakings related to their registration, may be required to work under supervision. They may be directed by the Board to work under supervision to further develop their competence (for example to work towards general registration) or to address a health, conduct or performance issue that has been assessed as impacting on safe and/or appropriate practice.

Supervision requirements may be different for each practitioner. They will be tailored to the purpose of the supervision, and the practitioner's particular circumstances, settings, experience and learning needs.

The level of supervision required will be determined by the Board on a case by case basis. Typically it may commence at a higher level and progress to a lower level with an acceptable supervisor report (see Table 1: Levels of supervision). Flexibility in supervisory arrangements is essential to ensure that diverse settings, complexities of different cases, individual capabilities and expectations can be accommodated.

These guidelines set out the scope and definition of the supervision guidelines including:

1. the principles of supervision
2. developing a supervised practice plan and setting reporting requirements
3. the requirements, responsibilities and protection of supervisors
4. the responsibilities of supervisees
5. the reporting requirements

Supervisor's progress report template

Performance against capabilities and learning objectives specific to the supervisee

Unit 1 – Occupational Therapy Professional Attitudes and Behaviour

Criteria: Initial/mark the box under each category that best describes the supervisee's performance.		1. Performs consistently much poorer than the level expected	2. Performs consistently poorer than the level expected	3. Performs consistently at the level expected	4. Performs consistently better than the level expected
1.1 Adopts a client centred approach to practice	Supervisee				
	Supervisor				
1.2 Practices in a culturally safe professional manner	Supervisee				
	Supervisor				
1.3 Practices in a professional manner that meets ethical and legal responsibilities	Supervisee				
	Supervisor				
1.4 Promotes and facilitates occupation through the application of professional knowledge, skills, attitudes and evidence appropriate to the practice context	Supervisee				
	Supervisor				
1.5 Incorporates best available research evidence and professional reasoning into occupational therapy practice.	Supervisee				
	Supervisor				

Example: parental leave and part-time work

- Sarah has been on parental leave for **four years**.
- Holds non-practising registration.
- Is planning to return to practice sometime in the next 12 months, working two days per week.
- If Sarah works two days = 16 hours per week.

- Note: Plan your return before you reach a five year absence from practice.

Part-time hours and meeting recency

- Recency of practice = 720 hours in past five years.
- It will take 45 weeks of work for Sarah to reach 720 hours (if she works 16 hours per week).
- Sarah needs to plan her return to practice so she can meet recency before the next registration renewal (30 November).
- If she doesn't meet recency, she would declare this on her registration renewal form – this would be reviewed by the Board.

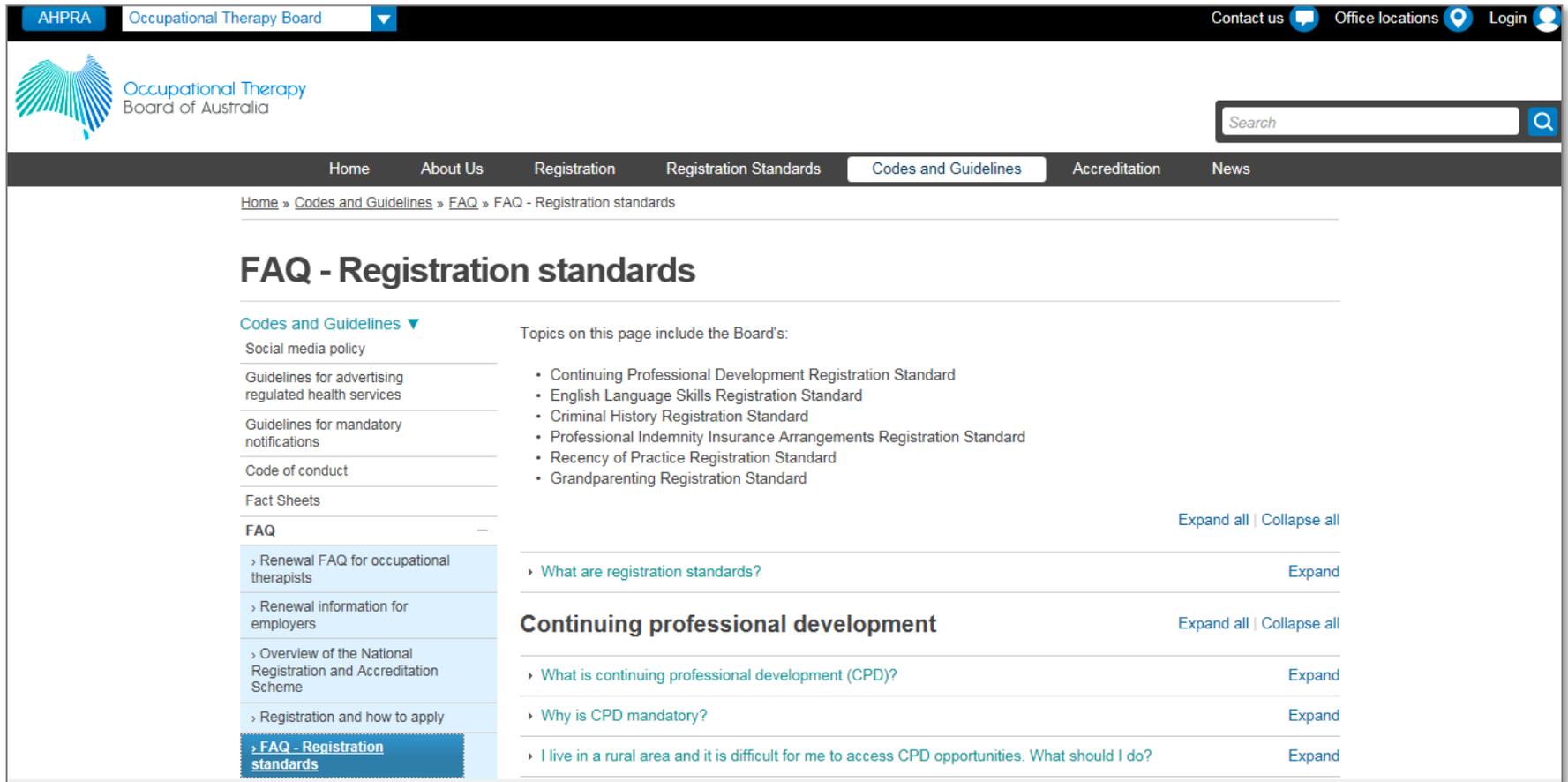
Evidence for today's session

- Today's webinar can count towards CPD category 3 'engaging with the profession' if you keep detailed records:
 - record webinar details, the date and time spent in your CPD record.
 - Put notes of the key points in your CPD portfolio.

Your questions?

- On supervised practice?
- On returning to practice or registering after a long absence?

Have you seen the frequently asked questions on our website?



The screenshot shows the Occupational Therapy Board of Australia website. The header includes the AHPRA logo, the board's name, and navigation links for Contact us, Office locations, and Login. The main navigation menu includes Home, About Us, Registration, Registration Standards, Codes and Guidelines (selected), Accreditation, and News. A search bar is located in the top right corner.

The breadcrumb trail is: Home » Codes and Guidelines » FAQ » FAQ - Registration standards

FAQ - Registration standards

Codes and Guidelines ▼

- Social media policy
- Guidelines for advertising regulated health services
- Guidelines for mandatory notifications
- Code of conduct
- Fact Sheets
- FAQ**

- › Renewal FAQ for occupational therapists
- › Renewal information for employers
- › Overview of the National Registration and Accreditation Scheme
- › Registration and how to apply
- › FAQ - Registration standards**

Topics on this page include the Board's:

- Continuing Professional Development Registration Standard
- English Language Skills Registration Standard
- Criminal History Registration Standard
- Professional Indemnity Insurance Arrangements Registration Standard
- Recency of Practice Registration Standard
- Grandparenting Registration Standard

[Expand all](#) | [Collapse all](#)

› [What are registration standards?](#) [Expand](#)

Continuing professional development

[Expand all](#) | [Collapse all](#)

- › [What is continuing professional development \(CPD\)?](#) [Expand](#)
- › [Why is CPD mandatory?](#) [Expand](#)
- › [I live in a rural area and it is difficult for me to access CPD opportunities. What should I do?](#) [Expand](#)

Consultation

- The Board will review the Recency of Practice registration standard in 2015.
- If you'd like to take part in our consultation, please answer five quick questions at the end of this webinar.

Thank you for participating

More resources can be found on our website:

www.occupationaltherapyboard.gov.au