



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Period of Adaptation Applicant Guidance

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh
Health and Social Care Professionals Council

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Introduction

As Ireland's multi-profession health regulator, CORU's role is to protect the public by promoting high standards of professional conduct, education, training, and competence through registration of Health and Social Care Professionals (HSCPs).

When an application does not meet the Standards of Proficiency, which are the minimum requirements of knowledge, skills, and competence to practise the profession in Ireland, the applicant must complete a compensation measure in the form of a Period of Adaptation (POA) in order to meet the standards.

The [Standards of Proficiency](#) for the professions regulated by CORU are:

- Domain 1: Professional Autonomy and Accountability
- Domain 2: Communication, Collaborative Practice, and Teamworking
- Domain 3: Safety and Quality
- Domain 4: Professional Development
- Domain 5: Professional Knowledge and Skills

A Period of Adaptation (POA) is a period of supervised practice, which must be undertaken in the Republic of Ireland, and under the supervision of a CORU registered professional.

A POA is designed to address only the substantial differences (deficits) identified when the CORU assessors assess an international qualification against the Standards of Proficiency for that profession.

A formal POA proposal must be submitted by the applicant to the Registration Board for approval by the Board before commencing their POA. The [POA proposal form](#) is available on the CORU website.

Period of Adaptation (POA) Location

It is the applicant's responsibility to locate a POA location and a supervisor willing to provide a suitable POA to address any deficit(s) identified by the Registration Board. The POA must take place within the Republic of Ireland.

A POA must give the applicant an opportunity to address the deficit(s) identified in their application and become safe, competent practitioners willing to accept personal and professional accountability for their work. Learning must be integrated into practice through the experience and supervision offered by a structured POA within a professional setting.

It is essential that the duration and scope of a POA addresses the deficit(s) outlined in the applicant's decision letter from the Registration Board. It is important that the applicant provide the supervisor with a copy of their decision letter before completing their POA proposal.

Overview of the POA process

Applicant chooses a Compensation Measure

On receipt of the decision letter from the Registration Board, the applicant is required to choose either the POA or the Aptitude Test as their compensation measure.

Resources and Report Templates for POA

When an applicant informs CORU that they wish to complete a POA, they will be provided with resources and Report Templates. These are available on the CORU website, and include:

- A copy of the Standards of Proficiency for their profession
- The POA proposal form
- Guidance notes for both the applicant and their supervisor

The CORU report templates provided must be used by both the applicant and the supervisor, as they provide for ease of use, consistency, accountability and transparency when completing a POA. The applicant must provide their chosen supervisor with a copy of the decision letter from CORU to enable the supervisor view the deficits in the applicant's application. This is essential so that a training plan can be agreed between the applicant and the supervisor that will facilitate completion of a successful POA. The **POA proposal form** is a guide to help develop the training plan for the POA.

When contacting POA sites, the inclusion of the decision letter is to enable potential supervisors decide if they can assist an applicant in achieving the learnings and experience required to address the deficit(s) identified. Please note the acceptance of an applicant for a POA is at the discretion of the specific POA site and supervisor.

POA proposal form

A POA proposal form must be completed by the applicant and the supervisor before the POA can commence. The proposal form is co-signed by both the applicant and the supervisor, which the applicant then submits to CORU either through the online Portal, or via email at registration@coru.ie. The POA Proposal is then submitted to the Registration Board for approval.

The POA proposal form must align with the specific deficit(s) in the application and duration of POA recommended by the Registration Board and outlined in the decision letter to the applicant. Supervisors must consider what is achievable with available resources and the time required when completing the POA to ensure the deficit(s) can be addressed in the time allocated to the POA.

The Registration Board must approve the POA proposal, which then acts as the learning plan between the applicant and their supervisor and is the baseline for the evaluation of progress during the POA. The applicant's workload during the POA should be designed to address the specific deficit(s) outlined in the decision letter.

When the applicant has secured a suitable POA facility, it is recommended that the applicant and proposed supervisor arrange a preliminary meeting to complete the POA proposal form and to discuss the following:

- ▶ applicant's decision letter and recommendations from the Registration Board
- ▶ expectations while on the POA placement
- ▶ the structure and set up for the proposed POA placement
- ▶ local policy requirements/ induction procedures at the POA facility
- ▶ recommended reading / self-directed study

If the supervisor is of the opinion that the POA site can address the deficit(s) during a POA placement the next step will be for the applicant to send a completed and co-signed POA proposal form to CORU for approval by the Registration Board.

Attendance

Full 100% attendance is required during the POA. This should be as per normal working hours of a full-time member of the profession (normally a 35-hour working week). Any absences should be notified to the supervisor and any holiday periods agreed in advance and documented in the POA proposal. Sick leave should be medically certified. Periods of absence must be addressed by extending the duration of the POA so that the total number of hours of the POA is equal to that outlined in the decision letter from the Registration Board.

Assessment

On completion of the POA, applicants will be expected to demonstrate they have met the standard(s) of proficiency where deficit(s) have been identified in the professional qualification. Applicants must pass the POA in order to have a professional qualification recognised and to progress to register with CORU.

The assessment process will take into account:

- ▶ Registration Board decision letter and recommendations for the applicant's POA
- ▶ required minimum standards of proficiency

Supervisor role in the assessment process

Supervisors will assess applicants on the POA to determine if, in their opinion, the deficit(s) identified in the standards of proficiency have been addressed.

On-going assessment should be carried out while the applicant is on POA and assessment methods set out and discussed at the beginning of the POA.

The supervisor will complete a supervisor's report at the end of the POA to confirm that the deficit(s) identified have been addressed on completion of the POA.

Meeting with the Supervisor during the POA

To facilitate the assessment and learning process when completing a POA, it is recommended that there is a formal meeting structure. Regular, on-going meetings should take place between the applicant and supervisor.

A schedule for performance review should be established from the beginning and the applicant provided with timely feedback for the duration of the POA. Records of performance should be maintained.

It is recommended that at a minimum the following formal meetings take place during the POA:

Initial meeting

- ▶ This meeting should take place between the supervisor and the applicant within the first week to discuss an induction plan and implementing the POA proposal approved by the Registration Board.

Interim meeting / review of POA

- ▶ This should occur midway through the POA.
- ▶ A report should be completed by the supervisor and signed by the applicant.
- ▶ The training plan must be examined to assess the applicant's progress halfway through the POA; this helps determine if the applicant is on track with the learning plan and whether learning needs, objectives and strategies need to be re-examined at the mid-way point of the POA.
- ▶ If there is a lack of progress, an action plan must be drawn up by the supervisor to help the applicant successfully complete the POA.
- ▶ In the event of the applicant's progress not being satisfactory, there may be a requirement for a third party from the profession to attend the interim meeting. This should be another CORU registered professional.
- ▶ This meeting is recorded by the applicant and supervisor on the CORU POA Interim Review Meeting Report template.

Final meeting

- ▶ The final meeting will take place during the final week of the POA.
- ▶ 100% attendance is required before this meeting can take place.
- ▶ This meeting is attended by the supervisor and the applicant but a third party from the profession may attend if:
 - a. problems have been identified during the interim meeting or during the POA
 - b. at the applicant's or supervisor's request
 - c. the applicant has not addressed all deficit(s) during the POA

Meetings should be held in private. The proposed format and schedule of meetings should be outlined in the POA proposal which will act as the learning agreement for the duration of the POA.

Registration Board Review

Once a POA proposal has been approved by the Registration Board, a notification of approval will be emailed to the applicant and will be accompanied by 3 report templates that must be completed and submitted to CORU on completion of the POA. These forms are:

- CORU POA Interim Review Meeting Report
- CORU POA Final Applicant Report
- CORU POA Final Supervisor Report

Once an applicant has successfully completed their POA, these 3 reports must be submitted to CORU for a decision on the completed POA. A decision letter will then issue to the applicant on whether they have been successfully recognised by the Board and can progress to register with CORU.

If an applicant fails their POA, there is an option to choose between doing a second POA, or to undertake an Aptitude Test as their second and final attempt to successfully complete a compensation measure.

Contact us

For further information on any of the above, you can contact CORU at

- registration@coru.ie or
- Phone 00 353 1 293 3160 on Monday to Friday 10am to 4pm