



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Period of Adaptation Supervisor 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.

As a supervisor, you will be contacted by the applicant to request supervision of their POA and assistance to develop and sign off on their POA proposal.

Overview of the POA process

Being a POA Supervisor

The first step to supervising a POA is to review their Decision Letter, issued by the relevant CORU Registration Board, outlining the applicant's deficit(s) in their application when assessed against the [Standards of Proficiency](#) for their profession. The decision letter will also contain the scope of the POA, along with the required duration of the POA that the Registration Board has deemed necessary in order to address the deficit(s) identified in the applicant's application. The duration of the POA does not include an induction period or time required to become familiar with local policies and procedures.

To be a POA supervisor, you must be a CORU registered member of the profession in which the applicant is seeking supervised practice.

The next step for a POA supervisor is to develop a training plan with the applicant to ensure the POA will address the deficit(s) outlined in their decision letter. The training plan will be outlined in the POA proposal forms. These will give structure to the training and ensure the

deficit(s) are addressed during the POA. This will be reviewed and signed off by the POA supervisor and applicant in the CORU POA proposal form template.

Proof of identity (e.g. copy of passport) should be provided to the supervisor prior to the commencement of a POA.

Reporting Templates

POA templates will be issued to the applicant for use by the supervisor and applicant. These documents include:

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

The CORU report templates must be used, as they provide for ease of use, consistency, accountability, and transparency. Applicants must provide this information to their supervisor.

POA proposal form

A POA proposal form must be completed by the applicant and the supervisor prior to the POA commencing. The document is co-signed by both the applicant and the supervisor and 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. Supervisors must consider what is achievable with available resources and the time required when completing the POA proposal 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.

On sourcing a suitable POA, 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 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.

A formal POA proposal must be submitted by the applicant to the Registration Board for approval by the Board prior to the commencement of a POA.

Local Mandatory Training Requirements

Supervisors should ensure applicants undertake an initial orientation period or mandatory training/induction required of the POA site, to include familiarisation with local policies and procedures. This is separate to the POA hours. The applicant must be informed of the duration of the mandatory training requirements and acknowledge this training will not count towards their POA hours. The applicant must be informed of this prior to commencement of the POA.

Assessment during the POA

It is the role of the Supervisor to assess the applicant during the POA to determine if, in their opinion, the deficit(s) identified in the decision letter have been addressed during the duration of the POA recommended by the Registration Board.

On-going assessment should be carried out during the POA, using assessment methods set out and discussed at the beginning of the POA.

This evidence will be necessary when the POA has been completed and the POA documents are submitted to the Registration Board for approval.

Meeting with the Applicant during the POA

For assessment of the POA, it is recommended that there is a formal structure of meetings. Regular, on-going meetings should take place between the supervisor and the applicant.

A schedule for performance review should be established from the outset, and the applicant provided with timely feedback throughout 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 in light of 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 and agreed to by both the applicant and 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.
- ▶ **If the Supervisor has any concerns about an applicant not meeting the requirements of the POA, then a single point of contact in CORU is available for a phone conversation, which is the head of recognition, and can be contacted via registration@coru.ie**
- ▶ The interim 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 during the POA 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:
 - there is lack of progress since the interim meeting or during the POA
 - the applicant or supervisor requests a third party being present
 - the applicant has not addressed all deficit(s) during the POA

Meetings should be held in private, free from disturbances. 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.

Final Reports / Sign off by Supervisor

Once an applicant has successfully completed their POA, the following 3 reports must be submitted to CORU for a decision on the completed POA.

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

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.

Supervisor's Final Report and Recommendation

This report will document how the deficits in the standard(s) of proficiency have been addressed. The supervisor will state one of the following in their report:

- ▶ The applicant has successfully addressed the deficits identified in the decision letter regarding the standard(s) of proficiency.
- ▶ The applicant has not addressed the deficits identified in the decision letter regarding the standard(s) of proficiency.
- ▶ The applicant has not proven competent in other standards, outside the deficits identified in the decision letter.

The supervisor can provide additional information and comment in a space provided in the Supervisor's report. The supervisor's report must be co-signed by the applicant.

The supervisor must state clearly if the applicant has addressed the deficit(s) identified in their application and document this in their decision letter from CORU, during their POA.

The applicant must address all deficits and meet the required standards of proficiency by the end of the POA in order for a supervisor to determine that the applicant has successfully completed their POA.

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

If you have any concerns regarding an applicant and their POA, there is a one point of contact in CORU which is the Head of Recognition, who can be contacted via the general email - registration@coru.ie. A phone conversation can be arranged at your request.