



AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

ABN: 31 074 034 709

SUPERVISED CLINIC & MENTORING GUIDELINES

*V3.0 Amended
October, 2018*

Review and Evaluation Controls

A Document Revision & Version Control Record holds details of all edits to the document. Revisions are made to reflect new or updated business requirements, methods or legislation and/or improved quality practices. The Revision Record indicates all revisions (edits) to the latest version of the document. General formatting and styling is not considered a part of revision.

The following “Conditions of Use” apply to the Document Revision & Version Control Record:

- 1) Revisions are made by replacing applicable page/s
- 2) Each revised page is identified by a revision number and the date of revision
- 3) After 5 revisions to any version, or where a revision includes a major portion of the document (more than 20%), the document is to be re-issued with a new version number. Version 1 and all subsequent versions and revisions must remain part of this document.
- 4) Each new version cancels and replaces all previous versions and revisions.

Version	Version Date	Document Writer/s				AKAMC Ratification Date
3.0	18/10/2018	AKA Management Committee 2017 -2018				18/10/2018
Revision No.	Revision Date	Revision Pages	Version No.	Revision Description	Revised By & Dated	AKAMC Ratification Date
1	15/10/2015	8	V1.0	Example of mentoring hours accrued in 1 mentoring session	Gail Medland 22/11/2015	25/11/2015
1	16/10/2015	4	V1.0	Correct wording on eligibility of Clinical Supervisor	Gail Medland 22/11/2015	25/11/2015
1	20/11/2015	5	V1.0	Remove the word Grandfathering from the forms dot point	Gail Medland 22/11/2015	25/11/2015
1	23/11/2015	3	V1.0	Add information Clinical Supervisor qualifies for Clinical Mentor	Gail Medland 25/11/2015	12/02/2016
1	23/11/2015	5	V1.0	Add information relating to Clinical Supervisor Record Form	Gail Medland 28/01/2016	12/02/2016
1	23/11/2015	8 & 10	V1.0	Amendments to wording CPE Points (point 1) and motions: CPE points & Clinical Mentor qualifications	Gail Medland 28/01/2016	12/02/2016
1	23/11/2015	4 & 10	V1.0	Amend qualifications for Clinical Mentor	Gail Medland 28/01/2016	12/02/2016
1	20/12/2015	8	V1.0	Removal of information relating to Instructor membership	Gail Medland 28/01/2016	12/02/2016

Revision No.	Revision Date	Revision Pages	Version No.	Revision Description	Revised By & Dated	AKAMC Ratification Date
2	23/11/2015	4	V1.1	Add wording to Clinical Supervisor to include qualification for Clinical Mentor	Gail Medland 15/04/2016	23/09/2016
2	01/05/2016	4	V1.1	Add "at the specified levels" to Clinical Mentor qualifications	Gail Medland 08/05/2016	23/09/2016
2	23/11/2015 20/12/2015 12/02/2016 15/04/2016	10	V1.1	Add Motions under General Motions: Motions - #3, 4, 5 & 6	Gail Medland 22/08/2016	23/09/2016
2	12/02/2016	5 & 10	V1.1	Add to Rules & Motions re retrospective supervised clinic hours	Gail Medland 22/08/2016	23/09/2016
2	20/05/2016	4 & 10	V1.1	Change wording under Clinical Mentor from Certificate IV to Level 1/Level 4	Gail Medland 22/08/2016	23/09/2016
2	20/05/2016	5, 8 & 10	V1.1	Change to Rules, dot point 6 – forms to be submitted annually with renewal	Gail Medland 22/08/2016	23/09/2016
2.1	24/09/2016	11	V2	Add motion to "Motions for Qualifications" #5	Gail Medland 22/11/2016	23/07/2017
2.1	24/09/2016	12	V2	Add motion to "General Motions" #8	Gail Medland 22/11/2016	23/07/2017
2.1	24/09/2016	6	V2	Add information from General Motions #8 to Rules	Gail Medland 22/11/2016	23/07/2017
2.1	16/06/2017	4	V2	Add words "or equivalent"	Gail Medland 16/06/2017	23/07/2017
2.1	18/06/2017	9	V2	Removal of CPE Points	Gail Medland 03/07/2017	23/07/2017
2.1	18/06/2017	11	V2	Add motion to "General Motions" CPE points to be removed	Gail Medland 03/07/2017	23/07/2017
2.1	18/06/2017	7	V2	Add confidentiality paragraph & example	Gail Medland 16/07/2017	23/07/2017
2.2	20/05/2017	4	V2.1	Amend definitions of Purpose, Why Should I be a Clinical Mentor & Why Would I use a Clinical Supervisor or a Clinical Mentor	Gail Medland 20/05/2018	18/10/2018
2.2	20/5/2017	5	V2.1	Clinical Mentor amended to include new levels to qualify	Gail Medland 20/05/2018	18/10/2018
2.2	20/5/2017	6	V2.1	Remove reference to grandfathering	Gail Medland 20/05/2018	18/10/2018

2.2	18/10/2018	5	V2.1	Clinical Supervisor, added instructor information & extra paragraph in NOTE:	Gail Medland 18/10/2018	18/10/2018
2.2	18/10/2018	4	V2.1	Add Definitions	Gail Medland 18/10/2018	18/10/2018
2.2	18/10/2018	6	V2.1	Remove paragraph relating to case studies	Gail Medland 18/10/2018	18/10/2018

Contents

<i>Purpose</i>	5
<i>What is the difference between a Clinical Supervisor and a Clinical Mentor?</i>	6
<i>What is Mentoring?</i>	6
<i>Why be a Clinical Mentor?</i>	6
<i>Why would I use a Clinical Supervisor or a Clinical Mentor?</i>	6
<i>Clinical Supervisor and Clinical Mentor Qualifications</i>	7
<i>Rules:</i>	8
<i>Confidentiality Statement:</i>	9
<i>Clinical Assessment Conditions:</i>	9
<i>Student/Practitioner Knowledge Evidence:</i>	9
<i>General Information</i>	11
<i>Mentoring Guidelines</i>	11
APPENDIX 1	13
<i>Motions:</i>	13
REFERENCES	16

Definitions:

Instructor Member: Instructor meets the specific modality requirements as a Modality Instructor.² The instructor qualifies as a mentor or clinical supervisor in the workshop or modality they are accredited to teach.

Trainer: Kinesiology Trainer for both professional and non-professionals in the industry. Must have current TAE qualification or higher and follow CPE requirements for Training industry (i.e. 20 hours per annum).²

Clinical Supervisor: Delivers training and assessment including face-to-face supervised clinic and/or mentoring. Must have a minimum of 2 years clinical experience and a current TAE qualification or higher and follow CPE requirements for Training industry (i.e. 20 hours per annum).²

Clinical Mentor: A Clinical Mentor provides Mentoring to student members and or other practitioners. A Mentor must hold a Practitioner level membership of at least the level of the Member being mentored. Refer to the AKA Mentoring Policy.²

Purpose

The purpose of this document is to provide guidelines for Clinical Supervisors, Clinical Mentors and Students/Practitioners who need to acquire up to 200 hours of supervised and mentored clinic to maintain their membership levels.

What is the difference between a Clinical Supervisor and a Clinical Mentor?

A Clinical Supervisor has a minimum qualification of Certificate IV in Training and Assessment and a full understanding of the modules of kinesiology that they are assessing. They are more likely to be your kinesiology RTO trainer, workshop modality instructor or individual author of a kinesiology module, or someone who meets the requirements of the Clinical Supervisor qualifications outlined in this document. A Clinical Supervisor can help you obtain the first 50 hours of the 200 hours required for Supervised Mentored Clinic.

A Clinical Mentor has a minimum qualification of Certificate IV in Kinesiology or equivalent and is able to guide and assist those, needing to obtain (up to) the remaining 150 hours required for Supervised Mentored Clinic. A Clinical Mentor will go through your balances with you and help you assess how your balance went and support you through any questions, issues or processes that you may have.

Please note: An approved Clinical Supervisor automatically qualifies to be a Clinical Mentor.

What is Mentoring?

Mentoring is a process in which one person with experience, guides and supports another person who is learning and/or developing their skills towards certain career goals and outcomes.

Why be a Clinical Mentor?

Being a Clinical Mentor can give you satisfaction in your career goals with the knowledge that you have assisted someone else in the kinesiology industry to upgrade their skills.

Why would I use a Clinical Supervisor or a Clinical Mentor?

Your membership level may require that you complete 200 hours of Supervised Mentored clinic. Each year at renewal time, you may need to submit proof of supervision and/or mentoring in order to maintain your current membership level. In order to do this you will need to document the details of your supervision and/or mentoring and you will need to use the services of an AKA approved Clinical Supervisor and/or a Clinical mentor for this to be recognised.

Clinical Supervisor and Clinical Mentor Qualifications

Clinical Supervisor

To be eligible to apply to be a Clinical Supervisor with the AKA, please complete a registration form from the AKA website. You will also need to:

- be an approved trainer with a registered training organisation (RTO), teaching kinesiology in Australia;

OR

- be an AKA approved kinesiology workshop trainer, holding a certificate in Training and Assessment, teaching kinesiology in Australia;

OR

- be an AKA approved instructor delivering AKA accredited courses, with the qualification to assess that/those specific workshop course/s.

OR

- hold a minimum qualification of Certificate IV in Training and Assessment and
- have a minimum two (2) years current kinesiology clinic experience providing services to the general public

AND

- hold a current AKA membership of:
 - Kinesiology Practitioner and/or;
 - Kinesiology Instructor/Trainer,
- fulfil the CPE (continuing professional education) requirements of the AKA.

Approval for Clinical Supervisor automatically qualifies you as a Clinical Mentor.

NOTE: As a Clinical Supervisor you may only assess the kinesiology modalities that you are qualified and trained in.

Clinical supervisors who are supervising students/practitioners utilising multiple modalities/workshops that the supervisor is not a qualified instructor for, are required to obtain written authorisation from the modality/workshop provider to adequately assess the student's/practitioner's skills.

Clinical Mentor

To be eligible to apply to be a Clinical Mentor with the AKA, please complete a registration form from the AKA Website. You will also need to:

- have a minimum of two (2) years current kinesiology clinical experience providing services to the general public

and

- hold a current AKA Membership of Level 2 Registered Specialised Kinesiology Practitioner, or Level 5 Kinesiology Professional Practitioner or higher

OR

- hold a current AKA Membership of Level 1 Registered Kinesiology Practitioner, or Level 4 Kinesiology Intermediate Practitioner and have a minimum of five (5) years clinic experience working on the general public

AND

- hold a current AKA membership of:
 - Kinesiology Practitioner at the specified levels and/or;
 - Kinesiology Instructor/Trainer,
- fulfil the CPE (continuing professional education) requirements of the AKA.

NOTE: An AKA approved Clinical Mentor cannot provide mentoring for students/practitioners above the mentors own qualified level of training.

Rules:

- The 200 hours of supervised clinic must consist of **client consultation** work and cannot be student to student practice, under any circumstances.
- At least **50 hours** of the 200 hours must be completed under the direction of a **Clinical Supervisor**. The remaining **150 hours** of the 200 hours can be completed with a **Clinical Mentor**.
- The student/practitioner is required to conduct kinesiology sessions for a minimum of 40 clients, 10 of whom must be seen for a minimum of three (3) sessions. These clients must include both males and females of varying ages with various presentations. It is the responsibility of the student/practitioner to keep these records for auditing purposes.
- Kinesiology procedures are to be used according to the modality/ies.
- An AKA approved Clinical Mentor cannot provide mentoring for students/practitioners above the mentors own qualified level of training.
- Forms are to be completed as proof of supervision and mentoring.

Forms completed by the Supervisor/Mentor are to be submitted to the AKA office annually with membership renewal. These forms can be downloaded from the AKA website:

- AKA Student/Practitioner Supervised Clinic Form – this form is to be printed and **completed by the Student/Practitioner** to record (up to) the 50 hours of Supervised Clinic and must be signed by the supervisor/s.
- AKA Student/Practitioner Mentored Clinic Form – this form is to be printed and **completed by the Student/Practitioner** to record (up to) the 150 hours of Mentored Clinic and must be signed by the mentor/s.
- AKA Clinical Mentor Record Form – this form is to be printed and **completed by the Mentor** as proof of the mentoring session with the student/practitioner and to claim CPE points.
- AKA Clinical Supervisor Record Form – this form is to be used by the Supervisor, if they don't already have one that they are using.

Confidentiality Statement:

Implied confidentiality pertains to any personal or private information, as deemed by Privacy Law, of any individual. Implied Confidentiality does not need to be minuted or deemed it is known by means of common law and privacy law to be identifying information pertaining to a person or personal entity, organisation or company.

The AKA requests that when completing forms relating to mentoring or supervised clinic, that all attempts are made to **keep client names confidential** and a reference system is used instead. For example client's name is Mary Smith from Cleveland, seen on 15/3/16 - reference system for Mary could be one of the following or you may have your own system that works for you:

1. MS Cleveland
2. Cleveland 1503
3. Client #1

For auditing purposes, the practitioner is required to be able to identify the paperwork relating to their client.

Clinical Assessment Conditions:

Students/practitioners need to demonstrate skills in a workplace or in a clinical environment, reflecting workplace conditions, where the following conditions must be met:

- Use of suitable facilities, equipment and resources, including, but not limited to:
 - Client information;
 - Private consultation area;
 - Massage table, table and chairs or similar;
 - Kinesiology reference manual/s, materials, tools etc.;
 - Hand sanitiser and/or hot running water for washing hands;
- Provision of services to the general public demonstrating modelling of industry operating conditions.

Student/Practitioner Knowledge Evidence:

Student/practitioner skills must be evident in a workplace or in a clinical environment, demonstrating essential knowledge required to effectively complete and manage tasks and contingencies, where the following conditions must be met:

- Legal and ethical considerations for client monitoring:
 - Use of suitable facilities, equipment and resources, including, but not limited to:
 - Client information – see below;
 - Private consultation area ;
 - Massage table, table and chairs or similar;
 - Kinesiology reference manual/s, materials, tools etc.;
 - Hand sanitiser and/or hot running water for washing hands;
 - Client information is to be obtained including:
 - Client history;
 - Medical and surgical;
 - Family, personal, cultural, lifestyle;
 - Nutrition, diet;

- Goals;
 - Expectations;
 - Presenting issues, chief complaints and symptoms:
 - Location on the body;
 - Quality, quantity and severity;
 - Timing, frequency, duration;
 - Onset;
 - Setting in which they occur;
 - Aggravating or relieving factors;
 - Stress factors;
 - Provision of services to the general public demonstrating modelling of industry operating conditions, that include:
 - Codes of conduct;
 - Duty of care;
 - Informed consent from the client;
 - Mandatory reporting;
 - Practitioner/client boundaries;
 - Privacy, confidentiality and disclosure;
 - Records management;
 - Work role boundaries;
 - Working within scope of practice;
 - Presenting symptoms that require referral to a medical practitioner;
 - Work health and safety;
- Expectations of treatments for different conditions and client groups and factors that impact on those expectations:
 - Client history;
 - Contraindications;
 - Compliance;
 - Interactions with other treatments;
 - Yellow and red flags;
 - Client general health;
 - Presenting conditions;
 - Impact of reinforcement for the client;
- Baseline for comparison measurements according to modality procedure:
 - Pain;
 - Energy levels;
 - Flexibility;
 - Stress;
 - Postural Stress;
- Sources of research and evidence that support kinesiology practice;
- Principles underpinning continuation or variation of treatment;
- Impact indicators including:
 - Changes in awareness, knowledge and skills;
 - Changes in intended behaviour;
 - Changes in individual capacity, including but not limited to:
 - Confidence;
 - Self-esteem;
 - Social skills;
 - Problem solving skills;

- Increased help – seeking behaviour;
 - Coping skills;
 - Self-management;
- Changes in relationships;
- Client satisfaction indicators:
 - Whether the client feels heard, understood, educated about the issue;
 - Achievement of goal/contextual issue;
- Outcome indicators of improved:
 - Mental wellbeing;
 - Physical wellbeing;
 - Emotional wellbeing;
 - Energetic wellbeing;

General Information

- A listing of approved AKA Clinical Supervisors and Clinical Mentors will be kept at Head Office and listed on the AKA website for members to access.
- To become an approved AKA Clinical Supervisor and/or Clinical Mentor, an application form is to be completed and a registration fee paid. In the event that the application is not accepted, the registration fee will be refunded in full.
- Clinical Supervisors and Clinical Mentors must submit their forms: AKA Clinical Supervisor Record Form and AKA Clinical Mentor Record Form, each year when renewals are submitted.

Mentoring Guidelines

Supervised Mentored Clinic for Clinical Mentors to Students/Practitioners must include, but is not limited to:

- Face to Face supervision in clinic with practitioner and client or;
- Skype supervision in clinic with practitioner and client or;
- Separate session with the Mentor and Student/Practitioner having an in depth discussion of the balance.
- All of the above types of mentoring must discuss, but are not limited to:
 - Evaluation and review of the balance;
 - What went well?;
 - What could be improved? and
 - What difficulties were faced?

An example of what a mentoring session covers is below:

Mary sees 5 clients in her clinic. Each session is 1 hour and 30 minutes:

John Smith	1 hour 30 minutes
Kerry Jackson	1 hour 30 minutes
Paul Black	1 hour 30 minutes
Lisa White	1 hour 30 minutes
Jenny Clark	1 hour 30 minutes

TOTAL CLINIC TIME 7 HOURS 30 MINUTES

Mary discusses these 5 sessions with her mentor over the course of 1 hour, evaluating and reviewing each client, discussing what went well, what could be improved and what difficulties were faced in each session.

Mary is credited with 7 hours and 30 minutes of mentoring hours.

APPENDIX 1

Motions:

Grandfathering Policy Motions:

MOTION 1: JUNE, 2015: Grandfathering Pro-rata for Mentored Supervised Clinic

Motion: That we accept the hourly points system for pro-rata grandfathering hours for mentored supervised clinic hours, where one month equals 1.67 hours based on 20 hours for one year.

Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED Unanimously**

MOTION 2: AUGUST, 2015: Clinical Supervisor Membership

MOTION: That we accept Clinical Supervisor as a new category of membership, for all trainers who have a current TAE qualification of Certificate IV or higher and have been in clinic for a minimum of 2 years and can assist students with attaining their face-to-face clinical hours and/or mentoring hours.

Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED Unanimously**

MOTION 3: AUGUST, 2015: Clinical Mentor Membership

MOTION: That we accept Clinical Mentor as a new category of membership. A Clinical Mentor is someone who is able to assist practicing students with their additional mentoring hours, as set by the AKA Mentoring Guidelines.

Moved: Gail Medland **Seconded:** Christine Love **CARRIED Unanimously**

Motions for Fees and Charges:

MOTION 1: SEPTEMBER 2015: Suggested Mentoring Fees

Motion: That we set suggested mentoring fees for approved AKA Mentors for mentored supervised clinic hours at \$50 per hour for an individual student and \$25 per hour for two or more students in a Student Clinic setting.

Moved: Gail Medland **Seconded:** Christine Love **CARRIED Unanimously**

MOTION 2: AUGUST, 2015: Amended: APRIL, 2016: Application Fee for Clinical Supervisor, Clinical Mentor & Trainer Memberships

MOTION: That we charge Clinical Supervisor, Clinical Mentor & Trainer Memberships an application fee of \$55.00. This fee would be an annual ongoing renewal fee.

Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED Unanimously**

Amendment Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED**

Motions for Qualifications:

MOTION 1: JULY, 2015: Qualifications required to become a Clinical Mentor

Motion: That AKA accredited modality authors are eligible to apply to be approved AKA mentors restricted to their modality.

Moved: Lee-Anne MacLeod **Seconded:** Ewa Kapusniak **CARRIED Unanimously**

MOTION 2: SEPTEMBER, 2015: Amended: NOVEMBER, 2015: Clinical Mentor Qualifications

MOTION: That we accept AKA Level 2 Registered Specialised Kinesiology Practitioners with two (2) years minimum kinesiology clinical experience, providing services to the general public as a mentoring qualification.

Moved: Christine Love **Seconded:** Ewa Kapusniak **CARRIED 1 Against**
Amendment Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED**

MOTION 3: NOVEMBER, 2015: Additional Clinical Mentor Qualifications

MOTION: A registered AKA Practitioner with a Certificate IV in Kinesiology and a minimum of 5 years clinic experience working on the general public can apply to be a Clinical Mentor.

Moved: Gail Medland **Seconded:** Lee-Anne MacLeod **CARRIED**

MOTION 4: MAY, 2016: Change Clinical Mentor Qualifications

MOTION: To change the wording on page 4 of the Supervised Clinic & Mentoring Guidelines to *Hold a Level 1/Level 4 membership level of kinesiology and have a minimum of 5 years clinic experience working on the general public.*

Moved: Gail Medland **Seconded:** Christine Love **CARRIED**

MOTION 5: SEPTEMBER, 2016: Amend Modality Restrictions to Mentoring

MOTION: To amend the current rule in the SC&MG to allow MENTORING ONLY to not be restricted to any specific modalities. Therefore you may be mentored by any registered AKA Clinical Mentor.

Moved: Christine Love **Seconded:** Gloria Carlson **CARRIED**

MOTION 6: OCTOBER, 2018: Add Instructor requirements to Clinical Supervisor

MOTION: To add Instructor requirements under the heading of Clinical Supervisor to the Supervised Clinic and Mentoring Guidelines as follows: "be an AKA approved instructor delivering AKA accredited courses, with the qualification to assess that/those specific workshop course/s."

Moved: Gail Medland **Seconded:** Lee-Anne MacLeod **CARRIED**

General Motions:

MOTION 1: JUNE, 2015: Amended: NOVEMBER, 2015: CPE Points for Mentors

~~**Motion:** That approved AKA Mentors be eligible for CPE points for mentoring hours at one (1) CPE point per hour of mentoring. Capped at 10 points per annum. Proof of mentoring is to be provided by way of AKA signed Mentoring Form from both the mentor and student/s as a record of attendance.~~

~~**Moved:** Gail Medland **Seconded:** Ewa Kapusniak **CARRIED Unanimously**
Amendment Moved: Christine Love **Seconded:** Lee-Anne MacLeod **CARRIED**~~

REMOVED: JUNE, 2016: CPE Points for Mentors

MOTION: That we remove Continuous Professional Education points for mentors from the CPE points listing after the 2017 renewals have been completed.

MOVED: Gail Medland **SECONDED:** Susan Koschel-Gatenby **CARRIED**

MOTION 2: SEPTEMBER, 2015: Definition of Supervised Mentored Clinic for Clinical Mentors to Students/Practitioners

MOTION: That we accept that Supervised Mentored Clinic for Clinical Mentors to Students/Practitioners means:

- Face to Face supervision in clinic with practitioner and client;
- Skype supervision in clinic with practitioner and client;
- Separate session with the Mentor and Student/Practitioner having an in depth discussion of the balance discussing:
 - Evaluation and review of the balance;
 - What went well?;
 - What could be improved? and
 - What difficulties were faced?

Moved: Ewa Kapusniak **Seconded:** Christine Love **CARRIED Unanimously**

MOTION 3: DECEMBER, 2015: Removal of paragraph on page 8, dot point 3 – Instructor membership

MOTION: To remove the paragraph on page 8 of the Supervised Clinic & Mentoring Guidelines under the heading General Information, dot point #3 relating to: already holding a Kinesiology Instructor membership with the AKA.

Moved: Gail Medland **Seconded:** Lee-Anne MacLeod **CARRIED**

MOTION 4: DECEMBER, 2015: Instructor/Trainer form

MOTION: To accept the Instructor/Trainer Transition form created by Elizabeth Guida, Office Manager.

Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED**

MOTION 5: FEBRUARY, 2016: Retrospective Supervised Clinic

MOTION: That the AKA recognises Supervised Clinic hours for the purposes of grandfathering dating back to 2007.

Moved: Gail Medland **Seconded:** Christine Love **CARRIED**

MOTION 6: APRIL, 2016: Renewal fee for Clinical Supervisor/Clinical Mentor

MOTION: That we charge an annual ongoing renewal fee for an AKA Clinical Supervisor and AKA Clinical Mentor of \$55.00 per year.

Moved: Gail Medland **Seconded:** Ewa Kapusniak **CARRIED**

MOTION 7: MAY, 2016: Supervised Clinic & Mentoring forms

MOTION: All Mentoring & Supervised Clinic Record Forms completed by the Supervisor/Mentor are to be submitted annually with membership renewal.

Moved: Elizabeth Guida **Seconded:** Ewa Kapusniak **CARRIED**

MOTION 8: SEPTEMBER, 2016: Case Studies for Mentoring Hours

MOTION: To accept previous case studies used for assessment purposes for mentoring hours, providing proof of the case study and the proficiency assessment certificate signed by the instructor/trainer attached to the mentoring form.

Moved: Gloria Carlson **Seconded:** Lee-Anne MacLeod **CARRIED**

MOTION 9: OCTOBER, 2018: Add to NOTES under Clinical Supervisor

MOTION: To add to NOTES under Clinical Supervisor: "Clinical supervisors who are supervising students/practitioners utilising multiple modalities/workshops that the supervisor is not a qualified instructor for, are required to obtain written authorisation from the modality/workshop provider to adequately assess the student's/practitioner's skills."

Moved: Lee-Anne MacLeod **Seconded:** Jenne Burns **CARRIED**

MOTION 10: OCTOBER, 2018: Remove wording for Case Studies for Mentoring Hours

MOTION: To remove the wording regarding case studies used for assessment purposes, on page 6 of version 2.1 as this was relevant to grandfathering and is no longer relevant. "Previous case studies used for assessment purposes can be used toward mentoring hours. You will need to provide proof of the case study and the proficiency assessment certificate signed by the instructor/trainer attached to the mentoring form."

Moved: Peter Morningstar **Seconded:** Gail Medland **CARRIED**

MOTION 11: OCTOBER, 2018: Add definitions from the AKA Grandfathering Policy

MOTION: To add the definitions of Instructor Member, Trainer, Clinical Supervisor and Clinical Mentor from the Grandfathering Policy, to the Supervised Clinic and Mentoring Guidelines.

Moved: Gail Medland **Seconded:** Lee-Anne MacLeod **CARRIED**

REFERENCES

1. training.gov.au. *training.gov.au*. HLTKIN005_AssessmentRequirements_R1 - Mentoring and HLTKIN003_AssessmentRequirements_R1 - Mentoring
2. AKA Grandfathering Policy.