

Title of the document	TEMPLATE FOR REPORTING BY THE WORK SUPERVISOR AND INTERN CURATORS MANAGING IMPAIRED STUDENTS AND PRCATITIONERS
Responsible Officer	Head of Division: Professional Practice
Effective date of implementation	01/02/2024
Latest review date	10 September 2024
Review frequency	2 years

The collaboration between the work supervisor and/or intern curator is critical to the Health Professions Council of South Africa (HPCSA) in the management of impairment for registered practitioners. The health committee urges the work supervisor or intern curator to provide a comprehensive and signed report on an official letter head of the institution, to ensure authenticity. At a minimum, the following information should be included on the report:

1. Personal identification details of the impaired/alleged impaired health practitioner or student (the patient), such as –
 - Name.
 - Surname.
 - HPCSA's registration or ID number.
 - Place of work.
2. Functioning of the registered practitioner in relation to -
 - Personal conduct.
 - Work currently performed.
 - Recent work accomplished and any highlights.
 - Professionally and work functioning.
 - Team cohesiveness.
 - Social/recreational.
 - Work adjustment.
 - Any notable changes.
3. Any available collateral information from other informants, such as family or colleagues or treating health practitioner.
4. Recommendations from workplace perspective.
5. Any other necessary information for the health committee's consideration.