



## Period of adaptation (POA) – Final meeting record sheet

To be completed by the POA supervisor in the presence of the applicant. This is a record of the final meeting at the completion of the POA. This meeting will focus on whether the applicant, in the opinion of the supervisor, has successfully/unsuccessfully addressed the deficits outlined in the decision letter regarding the standards of proficiency. **[Expand table as required]**.

A third party from the profession may attend if the applicant has not satisfactorily addressed the deficits or if the applicant / supervisor requests this attendance.

**Please tick one of the following boxes:**

The applicant has successfully addressed the deficits identified in the decision letter regarding the standard(s) of proficiency.	<input type="checkbox"/>
The applicant has not addressed the deficits identified in the decision letter regarding the standard(s) of proficiency.	<input type="checkbox"/>

**Comments:**

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<b>Applicant signature:</b>	<b>Print name:</b>	<b>Date:</b>

<b>Supervisor signature:</b>	<b>Print name and job title:</b>	<b>Date:</b>

<b>Third party signature:</b>	<b>Print name and job title:</b>	<b>Date:</b>