

1. Policy Statement

- 1.1. To ensure supervisors are aware of their responsibilities and the support offered to them by EV GP Training (EV).

2. Application and Scope

- 2.1. This procedure applies to all supervisors and accredited training facilities (community and general practice) with EV.

3. Procedure

3.1. Responsibilities

- 3.1.1. GP supervisors are required to operate within the relevant guidelines, ethics and standards as set down by the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) and the EV Supervisor Agreement.
- 3.1.2. GP supervisors are required to:
- 3.1.2.1. Provide an excellent GP role model for registrars.
 - 3.1.2.2. Discuss the GP's roles and responsibilities with the registrar.
 - 3.1.2.3. Explain how supervision will be conducted in line with the requirements of the College(s) and EV.
 - 3.1.2.4. Establish guidelines and triggers where the registrar must seek advice.
 - 3.1.2.5. Establish a feedback system to support the registrar's self-regulation.
 - 3.1.2.6. Explain medico-legal requirements and insurance and its impact on scope of practice.
 - 3.1.2.7. Review where common mistakes in the workplace occur and develop strategies to minimise risk.
 - 3.1.2.8. Establish an approachable and supportive demeanor.
 - 3.1.2.9. Provide an orientation to the people, policies and systems of the workplace.
 - 3.1.2.10. Foster a supportive and tolerant learning and working environment for registrars.
 - 3.1.2.11. Actively involve registrars in challenging and creative learning experiences and provide regular appropriate assessment of performance in those activities.
 - 3.1.2.12. Engage in their professional and medical education development.
 - 3.1.2.13. Meet the professional development requirements set by EV outlined in the document 'Becoming a Training Practice with EV GP Training'.
 - 3.1.2.14. Maintain full and unrestricted registration as a specialist GP under Australian Health Practitioner Regulations Agency (AHPRA). Any conditions, notations, undertakings, reprimands or other requirements or limitations must be reported to the Accreditation and Practice Support Coordinator (APSC) immediately.
 - 3.1.2.15. Conduct a risk assessment of the registrar's ability to deal with consultations known to be high risk within the context of general practice. This should take into account the level of supervision in their current stage of training, the registrar's clinical experience and will usually include some direct observation.
 - 3.1.2.16. Monitor their registrar for signs of stress and fatigue and manage appropriately if issues arise.

3.2. Registrar Supervision

- 3.2.1. EV requires training facilities to provide at least the minimum level of supervision standards for training practices. As a guide for both RACGP and ACRRM, the onsite requirements are:

Term	Onsite Availability	Availability by phone
GPT1/PRR1 – First month	100% consulting time	Not applicable
GPT1/PRR1- remainder	80%	20%
GPT2/PRR2	50%	50%
GPT3/PRR3	25%	75%

ESP/PRR4/Elective	25%	75%
-------------------	-----	-----

- 3.2.2. At all other times, an accredited supervisor must be available for advice by telephone and be able to attend if required. At the beginning of the term, the supervisor will advise the registrar of how and when to access support, teaching and backup.
- 3.2.3. If the practice has difficulties in providing the required supervision, the Director of Training and/or Practice and Supervisor Support Coordinator must be consulted.

3.3. In-Practice Teaching

- 3.3.1. All accredited supervisors are expected to provide teaching and support to registrars. The amount of onsite supervision and teaching will depend on the competence and level of training of the registrar.
- 3.3.2. The supervisor must be available for the required amount of teaching and discussion with the registrar dependent on their level of training. This must include face-to-face protected and non-clinical time.

Term	FTE Hours per week		
	0.50	0.75	1.00
GPT1/PRR1 (1 hr protected)	1.50	2.25	3.00
GPT2/PRR2 (1 hr protected)	1.00	1.00	1.50
GPT3/PRR3 (protected)	0.75	0.75	0.75
ESP (GP)/PRR4	0.00	0.00	0.00

- 3.3.3. The supervisor must provide planned education sessions each week which may include clinical discussions based on the registrar’s learning plan, case based discussions, direct observation, formal tutorials, review of clinical notes, joint nursing and home visits.
- 3.3.4. Teaching sessions must be consistent with the registrar’s learning plan and at an appropriate level for the registrar’s knowledge and experience. The sessions may be prepared by the registrar.
- 3.3.5. In-practice teaching can also be delivered by other practice GPs, practice managers, practice nurses and health professionals.

3.4. Responsibilities during supervision

- 3.4.1. Establish the supervised registrar’s abilities and learning needs, and assist them to plan their learning and develop a learning plan.
- 3.4.2. Ensure registrars have the opportunity to learn clinical and consulting skills relevant to their general practice placement.
- 3.4.3. Offer feedback and promote communication, including a review of the feedback system established at the start of the supervision stage.
- 3.4.4. Identify and address the registrar’s areas for improvement.
- 3.4.5. Handle errors with a ‘no blame’ approach, exploring contributing factors and discussing how to prevent a similar problem in the future. The supervisor should seek advice from EV and adjust the level of supervision as necessary.
- 3.4.6. Support work-life balance and monitor the registrar’s stress levels.
- 3.4.7. Tailor supervision-style to the individual needs of the registrar.
- 3.4.8. Utilise sitting-in or other methods e.g. wave consulting to directly observe the registrars’ clinical competence and safety
- 3.4.9. Recognise and manage conflict and other problems early.

3.5. When a GP supervisor is absent from a practice

- 3.5.1. Any alternative arrangement for supervision must be through prior approval of EV and the relevant College(s).
- 3.5.2. Where an accredited supervisor is not available on site, provision for telephone support by an accredited supervisor must be arranged and a supervisor must be able to attend if required.
- 3.5.3. The registrar should confirm that they are comfortable with the arrangements.

- 3.5.4. Where a practice is unable to provide the required supervision or an approved alternative, the registrar may be required to take leave. This should be discussed with the registrar at interview, agreed to in advance and documented in the registrar's employment contract.
- 3.5.5. The normal restrictions on patient numbers should apply.
- 3.5.6. Provision for normal face-to-face teaching activity is to be accounted for at another time.
- 3.5.7. The registrar should be aware of the usual referral and contact people and organisations for urgent and complicated patients.
- 3.5.8. The registrar should be provided with a copy of the practice policy and procedures manual. The policy and manual should be available for viewing by EV on request.

4. Additional Information

- 4.1. Training Practice Handbook
- 4.2. Practice Agreement
- 4.3. Standards for General Practice Training (RACGP)
- 4.4. Standards for Supervisors and Teaching Posts (ACRRM)

Responsibility	Director of Training
Date created	August 2016
Version	03
Review history	August 2016 October 2018 January 2017
Status (draft/pending/approved)	Approved
Approved by	Director of Training
Date approved	January 2017
Next review	October 2019