



# EV Supervisor Quick Guide

This information is contained in the EV Practice Agreement and the EV Training Practice Handbook

## Orientation

Registrars who are commencing training usually spend the first day or two in orientation to general practice, sitting in with their supervisor/s or other doctors in the practice. During this time many of the logistics of general practice can be introduced, following up on the information presented at formal orientation. This orientation provides an important foundation to optimise the registrar's ability to successfully work within the practice.

## What is a GP supervisor and what do they do?

GP supervisors are experienced GPs who are accredited by EV to train registrars in the AGPT program. They supervise registrars over the years spent in the general practice placements of training.

## Summary of the key responsibilities of a GP supervisor

- Orientation to general practice and the training practice
- Ongoing career advice
- Availability for clinical guidance, supervision and support for the registrar
- Ensuring a suitable clinical caseload for the registrar as per RACGP and ACRRM standards
- Providing protected teaching time
- Ongoing development of skills as a clinical teacher
- Participation in assessment of the registrar
- Assisting the registrar to develop and review a learning plan
- Assisting the registrar with ReCEnT – Registrars Clinical Encounters in Training activity
- Providing supervisor feedback to EV
- Providing formal and informal feedback to the registrar about their performance
- Attendance at regular supervisor PD activities as per agreement

## Supervision requirements

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%

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When off site, the supervisor is available by phone or other reliable electronic means or ensure that an accredited supervisor is available on-site or by phone 100% of the time. The supervisor or delegate is able to attend a situation that requires back up unless alternative arrangements have been made prior to the event with the registrar's consent (see EV Training Practice Handbook).

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## Rostering and patient bookings

When booking, patients need to be made aware that they will be seeing a registrar. They should also be aware that they are able to see another doctor if they wish to do so. Information about the registrar as a GP in training can be made available on the practice website, in the reception area and at the time of booking.

After the first few weeks registrars will gradually increase their patient load. **This will vary depending on the registrar's prior experience.** Appropriate caseload for registrars is displayed in the table below.

GP Term	Average Patients per Hour	Maximum Patients per Hour
PRR1/GPT1 (first 1-2 weeks)	1-2	4
PRR1/GPT1 1st 3 months	2-3	4
PRR1/GPT1 2nd 3 months	3-4	4
PRR2/GPT2	3-4	4
PRR3+/GPT3+	3-4	4

Supervisors should ensure that clinic staff who are involved in taking bookings are aware of the registrar's current schedule. Other important activities to keep in mind are appropriate rostering for EV education activities, administration time and protected teaching time.

## Practice-based learning

The educational supervisors are responsible for planning and coordinating the education of their registrars. This task can be performed alone, or in conjunction with other members of the practice team. Teaching occurs in the registrar's usual working hours and is part of their paid employment.

Other members of the practice team involved in teaching can include:

- Additional accredited supervisors
- Allied health professionals
- Practice manager
- Other doctors
- Practice nurse

## Weekly teaching times

Teaching times are dependent on the level of training of the registrar and are pro rata for GPT1/PRR1 and GPT2/PRR2 but not for GPT3/PRR3. There is no teaching time for ES/PRR4.

**Teaching should ideally be booked first thing in the morning or after a break to ensure that it is not deferred because of running late.**

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

**At least one hour of the teaching time each week for GPT1/ GPT2 and 45 minutes for GPT3 must be a planned education face-to-face session.**

These sessions should be driven by the registrar and be negotiated with them. They should be consistent with the registrars' learning plan and at an appropriate level considering the registrars' knowledge and experience.

Combined registrar learning sessions are only acceptable if ALL registrars' learning needs are being met.

**Registrar feedback is expected and should be encouraged.**

For current updates and policies please refer to the EV Training Practice Handbook located on EV's website.

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