

Supervisor Categories – Frequently Asked Questions

Updated September 2020

What categories of supervisor are there, and how have they been determined?

There are two categories of supervisor – clinical and educational. The designation of principal educational supervisor will also be applied to one educational supervisor in each practice in order to meet the accreditation standards and for Eastern Victoria GP Training (EV) to have a main contact person. This was initially determined by who is the most recent principal supervisor, and subsequently by practice nomination.

Categories are determined by eligibility of supervisors and by supervisor choice at accreditation or subsequent request to change category. If you wish to change category, please inform the Practice & Supervisor Support Officer in your region to discuss.

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What are the requirements for number and category of supervisor for my practice?

All practices are required to have at least one educational supervisor, and at least one other supervisor (Metro) of either category. An educational supervisor is able to take responsibility for up to two registrars at any one time, regardless of their fraction. This means that practices who take multiple registrars will require more educational supervisors.

What are the prerequisites for being/remaining accredited in each supervisor category?

All supervisors must remain compliant with EV, ACRRM and/or RACGP standards for supervisors, including maintaining unconditional AHPRA registration. Fellowship of ACRRM or RACGP is preferred and vocational registration is required. Additionally the following requirements are in place:

➤ **Educational**

An educational supervisor should have at least 5 FTE years of experience as a GP (including GP training). The principal educational supervisor must be working at their practice at least 0.5 FTE* (19 hours) per week, where they have been nominated as the principal educational supervisor. All other **educational supervisors** must be available to supervise for at least 0.3 FTE (12 hours) in the practice in which they supervise. Educational supervisors can be accredited at multiple training practices. It is only permissible to be a principal educational supervisor at one practice.

Additionally, educational supervisors are required to undertake at least six hours of EV approved PD each year (a minimum of this would be 3 hours at EV delivered workshops). In the first three years of accreditation, educational supervisors should focus on core workshops which are due for completion within this period.

Educational supervisors who do not meet their PD requirements each calendar year may be reverted to clinical supervisors.

Extraordinary circumstances where variation to these requirements is requested, will be considered on application. This may include a practice where the principal educational supervisor

is less than 0.5 FTE but the practice has a plan for, and has demonstrated, that it can provide safe and effective supervision of registrars.

* Full Time Equivalence (FTE) is defined as the fraction of total consulting, teaching and reasonable administrative time (up to approximately 30% of total hours) approximating the supervisors working hours per week divided by 38.

➤ **Clinical**

There are no minimum requirements in regard to years of GP experience and hours of work at an accredited practice. After pre-accreditation training and cultural safety training (new supervisors) has been completed, there are no mandatory PD requirements for clinical supervisors.

➤ **New Supervisors**

All new supervisors of either category must undertake the required preliminary workshops prior to accreditation.

What are the responsibilities for each category of supervisor?

Educational Supervisors

Educational supervisors provide consulting supervision and are also responsible for a broad range of educational responsibilities for registrars in their practice, these include:

- ensuring that the registrar is practicing safely
- providing feedback
- mentorship
- educational support
- formal teaching
- assessing registrar performance
- completion of EV paperwork.

All educational supervisors in a practice require access to the Pivotal portfolio of all registrars within their practice.

The principal educational supervisor is the main point of contact in the practice for receiving, and responding to, correspondence from EV. The principal educational supervisor is also responsible for the signing off of contracts with EV. In practices that have more than one educational supervisor, one of the educational supervisors is nominated as the principal educational supervisor. Practices can contact the Practice & Supervisor Support Officer in your region in order to change the principal educational supervisor to an alternative accredited educational supervisor. A clinical supervisor is *not* able to undertake the role of the principal educational supervisor.

Although educational supervisors have responsibility for overseeing and guiding the overall training requirements of the registrar, teaching sessions can still be delivered by other members of practice staff. This includes other GPs in the practice, nurse, practice manager etc.

Clinical Supervisors

Clinical supervisors provide occasional clinical supervision for registrars as they consult. Their responsibility is to be available for registrars should they require immediate assistance or advice in caring for their patients. These supervisors do not have responsibility for overall educational oversight of registrars therefore clinical supervisors do not in themselves enable a practice to host a registrar.

How do you change from one category of supervisor to the other?

It is possible to change from an educational supervisor to a clinical supervisor on written request or where an extended shortfall in PD attendance has been identified.

In order to change from clinical to educational, supervisors must put in a request to EV and consider how they plan to meet the supervisor PD requirements within the following 12 months. These requests may be subject to review of practice circumstances (i.e. how many educational supervisors are currently accredited).

What PD funding is each category of supervisor eligible for?

Funding for educational supervisors PD attendance is capped at six hours per year. Although not mandatory, clinical supervisors are eligible to undertake three hours of EV funded PD each year. These payments are separate from entitlements that may be in place for travel time or mileage.

How many registrars can be placed at a practice?

In order to participate in practice match, metro practices must have at least one educational supervisor and one other supervisor. This provides additional supervision coverage for periods of educational supervisor absence. An educational supervisor may be responsible for **up to two** registrars.