

Quick Guides provide general advice.



# EV Supervisor Quick Guide

## 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 and supervise registrars in the AGPT program.

## Summary of the key responsibilities of a GP supervisor

- Orientation to general practice and the training practice
- Ongoing career advice
- Provision of clinical guidance, supervision and support for the registrar
- Ensuring a suitable clinical caseload for the registrar as per RACGP and ACRRM standards
- Providing formal structured teaching
- Ongoing development of skills as a clinical teacher
- Participation in assessment of the registrar, during orientation and the term placement
- 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/CGT1 - First month	100% consulting time	Not applicable
GPT1/CGT1 - Remainder	80%	20%
GPT2/CGT2	50%	50%
GPT3/CGT3	25%	75%
ESP/CGT4/Extensions	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 Post 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
GPT1/CGT1 (first 1-2 weeks)	1-2	4
GPT1/CGT1 1st 3 months	2-3	4
GPT1/CGT1 2nd 3 months	3-4	4
GPT2/CGT2	3-4	4
GPT3/CGT3	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. Practices and registrars must be able to articulate how all the paid teaching and learning time occurs each week, including the informal elements, all of which are captured in the RCTIs.

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

- Additional accredited supervisors
- Other doctors

- Allied health professionals
- Practice manager
- Practice nurse

Formal structured education includes:

- Tutorial/educational sessions
- Case-based teaching
- Patient scenario discussion
- Discussions specifically addressing the registrar's learning needs
- Giving feedback on observed consultations
- Audits of clinical work
- Cultural education

## Weekly teaching times

Teaching times are dependent on the level of training of the registrar and are pro rata for GPT1/CGT1 and GPT2/CGT2 but not for GPT3/CGT3. There is no teaching time for ESP (GP)/CGT4.

**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		
	0.50	0.75	1.00
GPT1/CGT1 (1 hr formal structured)	150	2.25	3.00
GPT2/CGT2 (0.5 hr formal structured)	1.00	1.00	1.50
GPT3/CGT3 (structured)	0.75	0.75	0.75
ESP (GP)/CGT4	0.00	0.00	0.00

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.

**Two-way feedback between supervisors and registrars is expected and should be encouraged.**

For current updates and policies please refer to the EV website.

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