

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 posts (community and general practice) with EV.
- 2.2. This procedure is effective from 1 July 2021.

3. Principles

- 3.1. 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).
- 3.2. Supervisors are required to comply with EV's *Supervision and Training Agreement* and the Department of Health (Health) and EV policies and procedures.
- 3.3. Effective supervisory relationships are grounded in mutual respect, a commitment to a high standard of professional behaviour and an understanding of the responsibilities of the supervisor, the post and the registrar.
- 3.4. The responsibilities and expectations of each party need to be discussed at the start of each placement.

4. Procedure

- 4.1. Supervisor responsibilities:
 - 4.1.1. Be an excellent GP role model for registrars.
 - 4.1.2. Establish an approachable and supportive demeanor.
 - 4.1.3. Demonstrate professional and ethical behaviour in all interactions
 - 4.1.4. Discuss the GP's roles and responsibilities with the registrar.
 - 4.1.5. Explain how supervision will be conducted in line with the requirements of the GP College(s) and EV.
 - 4.1.6. Establish guidelines and triggers where the registrar must seek advice.
 - 4.1.7. Establish a feedback system to support the registrar's self-regulation.
 - 4.1.8. Explain medico-legal requirements and insurance and its impact on scope of practice.
 - 4.1.9. Review where common mistakes in the workplace occur and develop strategies to minimise risk.
 - 4.1.10. Provide an orientation to the people, policies and systems of the workplace.
 - 4.1.11. Foster a supportive and tolerant learning and working environment for registrars.
 - 4.1.12. Actively involve registrars in challenging and creative learning experiences and provide regular appropriate assessment of performance in those activities.
 - 4.1.13. Engage in their own professional and medical education development.
 - 4.1.14. Meet the professional development requirements set by EV outlined in the document *GP Supervisor Professional Development Guidelines*.
 - 4.1.15. 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 in writing to the Accreditation Coordinator (AC) immediately.
 - 4.1.16. 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.
 - 4.1.17. Monitor their registrar for signs of stress and fatigue and manage appropriately if issues arise.

4.2. Registrar Supervision

- 4.2.1. EV requires training posts 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 outlined in the table below:

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%
ES/CGT4 (GP)/Extensions of training time	25%	75%

- 4.2.2. At all other times, an accredited supervisor must be available for advice by telephone or other reliable electronic means.
- 4.2.3. 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.
- 4.2.4. If the practice has difficulties in providing the required supervision, the Director of Medical Education Training (DMET) and/or AC must be consulted.

4.3. In-practice teaching and learning

- 4.3.1. Accredited supervisors are required to provide teaching, learning and mentorship to registrars. The amount of onsite supervision and teaching will depend on the competence and level of training of the registrar.
- 4.3.2. The supervisor or delegate must be available for the required weekly amount of teaching and discussion with the registrar dependent on their level of training. This must include face-to-face structured and non-clinical time.

Term	FTE Hours per week		
	0.50	0.75	1.00
GPT1/CGT1 (1 hr formal structured)	1.50	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
ES/CGT4 (GP)	0.00	0.00	0.00

- 4.3.3. 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.
- 4.3.4. 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.
- 4.3.5. In-practice teaching can also be delivered by other practice GPs, practice managers, practice nurses and health professionals.
- 4.3.6. In-practice teaching and learning is monitored through the monthly Recipient-Created-Tax-Invoice (RCTI) through Pivotal for registrars in GPT1/CGT1 to GPT3/CGT3.

4.4. Responsibilities during supervision

- 4.4.1. Establish the registrar's abilities and learning needs, and assist them to plan their learning and develop a learning plan.

- 4.4.2. Ensure registrars have the opportunity to learn clinical and consulting skills relevant to their general practice placement.
 - 4.4.3. Offer feedback and promote communication, including a review of the feedback system established at the start of the supervision stage.
 - 4.4.4. Identify and address the registrar's areas for improvement.
 - 4.4.5. 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.
 - 4.4.6. Support work-life balance and monitor the registrar's stress levels.
 - 4.4.7. Tailor supervision-style to the individual needs of the registrar.
 - 4.4.8. Utilise sitting-in or other methods e.g. wave consulting to directly observe the registrars' clinical competence and safety
 - 4.4.9. Recognise and manage conflict and other problems early.
- 4.5. Supervisor leave from a training practice
- 4.5.1. Arrangements for the teaching and supervision of a registrar when a supervisor is on leave is the responsibility of the educational supervisor.
 - 4.5.2. In a multi-supervisor practice, there should be no disruption to supervision or teaching.
 - 4.5.3. In some circumstances, alternative arrangement for supervision can be applied for, but must be through prior approval of EV and the relevant College(s) to ensure suitability. Applications for prior approval require a minimum of 4 weeks' notice to EV.
 - 4.5.4. The registrar should confirm that they are comfortable with the alternative arrangements.
 - 4.5.5. Where a training post 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 agreement.
 - 4.5.6. Provision for normal face-to-face teaching activity is to be accounted for at another time.
 - 4.5.7. The normal restrictions on patient numbers should apply.
 - 4.5.8. The registrar should be aware of the usual referral and contact people and organisations for urgent and complicated patients.

5. Additional Information

- 5.1. RACGP Standards for General Practice Training Second Edition
- 5.2. ACRRM Primary Rural and Remote Training Standards for Supervisors and Teaching Posts
- 5.3. EV Training Post Handbook
- 5.4. Supervision and Training Agreement
- 5.5. GP Supervisor Professional Development Guidelines

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