Document Title:	GPEx Supervisor Policy
Version:	2.1
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GPEx

Supervisor Policy

1   Purpose

To inform supervisors and training posts of the requirements and responsibilities of the supervisory role within the GPEx training program.

2   Scope of this policy

This policy will commence on 16 April 2020 and applies to all accredited supervisors and training posts where registrars are placed under the Australian General Practice Training program (AGPT) program with GPEx.

3   Responsibility for implementation, compliance monitoring, measuring and continual improvement

- Director of Medical Education and Training (DMET)
- Chief Executive Officer (CEO)
- Director of Education Operations (DEO)

4   Policy Statement

The aim of this policy is to ensure that registrars can access and receive support from accredited supervisors and training posts while undertaking AGPT general practice training through GPEx.

5   Definitions

GPEx	RACGP	ACRRM	Role and Responsibility
Lead Supervisor			Each training post requires a Lead Supervisor. The Lead Supervisor acts as the main point of contact for the supervisory team and takes on the responsibility for the supervisory team as a whole. The Lead Supervisor can also be a Primary Supervisor.
Primary Supervisor	Lead Supervisor	Principal Supervisor*	The Primary Supervisor is the main point of contact for a registrar and is responsible for the support, clinical and educational supervision of a registrar during placement at the training post. A Primary Supervisor can also be the Lead Supervisor. Each registrar needs to have a Primary supervisor.
Additional Supervisor	Supervisor	Additional Supervisor and/or Provisional Supervisor (<5yrs rural and remote experience)	The Additional Supervisor contributes to the clinical and educational supervision of a registrar during placement at the teaching post. The Additional Supervisor provides supervision at times when the registrar cannot access the Primary Supervisor or when the post includes more than one site.

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*Provisional Supervisors may also be considered for accreditation as a Principal Supervisor on a case-by-case basis. See Standard 1.1.9 for full details, Page 9, Primary Rural and Remote Training Standards for Supervisors and Teaching Posts – November 2017.

For the purpose of this Policy, supervisors will either be referred to by the GPEx definition, or where the policy applies across the whole supervisory team, the term 'supervisor/supervisors' will be used.

6   New Supervisor Requirements

6.1 GPs seeking to become accredited supervisors must be recognised by the Australian Health Practitioner Regulation Agency (AHPRA) and the Medical Board of Australia (MBA) as a specialist GP and have completed at least 12 months independent general practice on achieving fellowship, unless otherwise approved by GPEx.

6.2 All GPs seeking to become an accredited supervisor for a training post are required to submit details of their education, work experience, ongoing professional development and referees. Each new supervisor application will be assessed individually by GPEx.

6.3 GPEx will require all newly accredited supervisors to complete a minimum set of requirements in the first 12 months. The minimum set of requirements is determined by the role held by the new supervisor within the supervisory team and will be communicated to the supervisor in writing at the time of granting accreditation.

6.4 Supervisors must be accredited by GPEx prior to attending workshops or receiving access to training modules.

6.5 The following table provides an outline of the minimum set of requirements new supervisors must meet in order to be an accredited supervisor for the GPEx training program.

	Relevant teaching experience and familiarity with AGPT program	Attendance at New Supervisor Workshop in first 12 months*	Training on usage of GP365	Completion of online GP Supervisor modules in first 12 months	Evidence of ongoing continuing professional development (eg. QI&CPD or PDP statement from college for current Triennium)
Primary Supervisor	Required	Required	Required (may be covered as part of the New Supervisor Workshop)	Required	Required
Additional Supervisor	Preferable	Optional	Optional (required if this will be part of the supporting role)	Required	Required

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*All training posts are required to have representation at two Supervisor Workshops each calendar year.
Attendance by a new supervisor at the New Supervisor Workshop will count towards meeting this requirement.

6.6 GPEx may apply variations to the minimum set of requirements at its discretion.

6.7 At the end of the 12 months, subject to meeting the minimum set of requirements, the supervisor's accreditation will be extended to match the training post's general practice training accreditation.

6.8 Where a supervisor fails to meet the minimum set of requirements GPEx may, at its own discretion, not renew the supervisor's accreditation and preclude the supervisor from supervising registrars until the minimum set of requirements are met.

7   Supervisor Responsibilities

7.1 All supervisors are required to operate within the relevant guidelines, ethics and standards as set down by GPEx, the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).

7.2 When accredited with GPEx, supervisors are required to have current, full and unrestricted registration at all times, meeting the requirements of the AHPRA, MBA, RACGP and ACRRM. Any conditions, notations, reprimands or other must be reported to GPEx immediately.

7.3 Supervisors are required to maintain professional indemnity insurance, sufficient to cover the supervisor's obligations under the GPEx Training Practice Agreement and under the National Law.

7.4 Lead and/or Primary supervisors must participate in supervisor training and other activities to further develop supervision, teaching and mentoring skills as required by GPEx, RACGP and ACRRM.

7.5 Supervisors must meet the requirements set out in the GPEx Training Practice Agreement.

7.6 Supervisors are required to provide supervision and teaching requirements appropriate for the registrar's level of training as outlined in the table at 8.6.

7.7 Accreditation of a supervisor is attached to an accredited training post, including its branch sites. It cannot be transferred with the supervisor should they leave the training post or work at more than one accredited training post, which is not a branch site.

7.8 All training posts are required to have representation from an accredited supervisor at two Supervisor Workshops each calendar year.

7.9 If the supervisor has any conditions, undertakings, reprimands or other restrictions placed on their medical registration, the supervisor and the training practice must immediately inform GPEx. GPEx will withdraw the supervisor's accreditation. The supervisor may reapply for accreditation on completion and lifting of the conditions, undertakings, reprimands or other restrictions from the supervisor's medical registration.

7.10 If the supervisor does not meet the responsibilities outlined in this section, GPEx will review the supervisor's accreditation. GPEx may at its own discretion remove the registrar from the placement and withdraw accreditation preventing the supervisor and/or training post from participating in future rounds

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of registrar placement. The withdrawal of accreditation will only be reversed if GPEx can be satisfied that the supervisor is able to meet the required responsibilities.

8   Training Post supervision requirements

8.1 Not all GPs within a practice need to become accredited supervisors. GPs who may be called on to give clinical advice opportunistically by a registrar do not need to be formally accredited as supervisors.

8.2 Accreditation is required when it is expected that a GP is planning to take on a significant role within the supervisory team. This would usually involve providing teaching sessions, conducting GPEx assessments on a regular basis or relieving for the primary supervisor when they are on leave.

8.3 As a minimum, it is preferred all training posts have at least one Primary/Lead Supervisor and one Additional Supervisor. For solo practices in rural South Australia, alternative supervision arrangements may be approved by GPEx.

8.4 Supervision should be of an appropriate level relevant to the registrar/s placed at the training post.

8.5 As a guide, GPEx recommends a FTE Primary Supervisor supervises no more than two registrars.

8.6 The following table summarises the minimum on-site and off-site supervision requirements for registrars at their respective stages of training. Remedial training is addressed by agreement with GPEx under a training plan on a case-by-case basis.

Supervision and teaching time requirements

	GPT1/CGT1	GPT2/CGT2	GPT3/CGT3	Extended Skills/ CGT4	All other GP terms	College Standard/code of reference
Placement length	26 weeks FTE training time, which may include hospital, general practice, community and other practices.	26 weeks FTE training time, which may include hospital, general practice, community and other practices.	26 weeks FTE training time, which may include hospital, general practice, community and other practices.	26 weeks FTE training time, which may include hospital, general practice, community and other practices.	Training time is subject to relevant college and AGPT policy.	RACGP 3.3.1.1 ACRRM Policy on PRRT *(Due for review Nov 2020)*
Weekly on-site supervision requirement	Primary Supervisor co-located for a minimum 80% of the registrar's time.	Primary Supervisor co-located for a minimum of 50% of the registrar's time.	Primary Supervisor co-located for a minimum of 25% of the registrar's time.	Primary Supervisor co-located for a minimum of 25% of the registrar's time.	Primary Supervisor co-located for a minimum of 25% of the registrar's time.	RACGP 1.2.1.2 ACRRM 1.2.3

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Weekly off-site supervision requirement	Must be available by phone, other reliable electronic means, or make arrangements for another accredited supervisor or experienced fellowed GP with no restrictions (refer 8.1) to be available, including after hours. The supervisor or delegate must be able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar's consent (refer 9.1).	Must be available by phone, other reliable electronic means, or make arrangements for another accredited supervisor or experienced fellowed GP with no restrictions (refer 8.1) to be available, including after hours. The supervisor or delegate must be able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar's consent (refer 9.1).	Must be available by phone, other reliable electronic means, or make arrangements for another accredited supervisor or experienced fellowed GP with no restrictions (refer 8.1) to be available, including after hours. The supervisor or delegate must be able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar's consent (refer 9.1).	Must be available by phone, other reliable electronic means, or make arrangements for another accredited supervisor or experienced fellowed GP with no restrictions (refer 8.1) to be available, including after hours. The supervisor or delegate must be able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar's consent (refer 9.1).	Must be available by phone, other reliable electronic means, or make arrangements for another accredited supervisor or experienced fellowed GP with no restrictions (refer 8.1) to be available, including after hours. The supervisor or delegate must be able to attend a situation that requires back-up unless alternative arrangements have been made prior to the event with the registrar's consent (refer 9.1).	RACGP 1.3.2.3 ACRRM 1.2.4
GPEx weekly in-practice teaching requirement	GPT1/CGT1 or, where registrar is part time, first 6 months of training: 1 hour set aside for one-on-one, face-to-face teaching; discussion to include KCAs from GPEx Learning Essentials as well as other questions from the registrar. An additional 2 hours non-clinical	GPT2/CGT2 or, where registrar is part time, second 6 months of training: 1 hour set aside for one-on-one, face-to-face teaching; discussion to include KCAs from GPEx Learning Essentials as well as other questions from the registrar. An additional 2 hours non-clinical	GPT3/CGT3 or where registrar is part time, third 6 months of training: 30 minutes per week or 1 hour per fortnight set aside for formal one-on-one, face to-face teaching.	According to registrar's needs	According to registrar's needs		GPEx Training Practice Agreement RACGP 2.2.1.2 ACRRM 1.3.1

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time be set aside for registrar's self-directed learning.	time be set aside for registrar's self-directed learning.				

9 When a supervisor is absent from a training post

The table at 8.6 summarises the expected weekly off-site supervision requirements. However there may be circumstances where a supervisor is absent from a training post for an extended period of time due to illness, leave or other unforeseen circumstances, and the supervision requirements in these events are outlined as follows.

9.1 Any alternative arrangements for supervision must be prospectively arranged by the training practice and approved by GPEx and the relevant college/s where required.

9.2 Where a supervisor is not available on site, provision for telephone support by a supervisor must be arranged and the supervisor must be able to attend in person if required.

9.3 The registrar should be informed by the training practice in advance and confirm that they understand the arrangements.

9.4 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 the placement interview, agreed to in advance and documented in the registrar's employment contract.

9.5 A registrar's patient load may increase as a result of the supervisor being absent but not unreasonably. Registrars should not see more than four patients per hour and their on call requirements should not become more onerous than other doctors within the practice or town.

9.6 Provision of normal face-to-face teaching activity is to be accounted for at another time.

9.7 The registrar should be aware of the usual referral process, contact people and organisations for urgent and complicated patients.

10 Supervision at local health services and branch sites

10.1 It is the responsibility of the training post to ensure that registrars receive the appropriate level of supervision when working away from the training post, including at branch sites, in patient and on-call at local health services as outlined in the table at 8.6.

10.2 The supervisor, in conjunction with the registrar (and GPEx if required), must determine the registrar's readiness according to stage of training and individual competence to participate in the on-call roster and negotiate appropriate arrangements to ensure that all parties are satisfied.

10.3 Any Service Agreement between a registrar and Country Health SA Local Health Network (SA Health) established for the purpose of delivering services in the local health service is not an employment contract and does not supersede the contract established between the registrar and the training post.

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11 Supervision during periods of exceptional circumstance

11.1 From time to time, exceptional circumstances may impact on the way a training post conducts ordinary business. This includes but is not limited to the implementation of telehealth consultations as a result of wide-spread health events, such as a pandemic.

11.2 Where exceptional circumstances result in a change to the way a training post conducts ordinary business, GPEx recognizes that the flow-on impact is that models of supervision are also likely to change.

11.3 For more information regarding supervision requirements for telehealth consultations, including approval process, please refer to the GPEx Telehealth Policy.

12 Training post unable to meet supervision requirements

12.1 Where a training post is unable to meet any supervision requirement, the training post must raise this with GPEx. GPEx may also be notified that a training post is unable to meet supervision requirements from other relevant stakeholders.

12.2 If in the occurrence of such a situation, acceptable alternative arrangements must be determined. Where alternative arrangements cannot be agreed upon, GPEx may at its discretion remove the registrar from the placement and preclude the training post from participating in future rounds of registrar placement until acceptable alternative arrangements can be found.

13 Appeals

13.1 Supervisors and/or training posts wishing to appeal a decision made in relation to this policy should refer to the GPEx Complaints Policy.

14 Related documents

This policy should be read in conjunction with the following GPEx agreement and resources, ACRRM and RACGP standards:

- GPEx Supervisor Manual
- GPEx Training Practice Agreement
- GPEx Complaints Policy
- RACGP Standards for general practice training
- ACRRM Standards for Supervisors and Teaching Posts