

Purpose

This document provides information for Term Supervisors and guidance to Health Services developing Position Descriptions for Term Supervisors.

Key Outcomes

Ensure that Supervisors of Intern Training and Directors of Clinical Training are provided with a clear description of their role(s) which is consistent across the State.

Scope

Available to all Victorian health services.

Definitions

Term (Rotation) Supervisor:

A Term Supervisor is a medical practitioner designated to be responsible for the coordination of clinical training of prevocational doctors¹ including orientation, clinical learning, monitoring of overall supervision and support, performance assessment and feedback and evaluation. Term Supervisors need to have the ability to monitor the wellbeing of junior doctors under their care. Term Supervisors must have registration with the Medical Board of Australia and not have any imposed restrictions on their practice by AHPRA².

A Term Supervisor is to be allocated for each prevocational doctor rotation/term.

- Term Supervisors should have the opportunity to attend supervisor training and other professional development activities in relation to junior medical staff.
- Term Supervisors receive support in their role by the Supervisor of Intern Training/Director of Clinical Training, Head of Unit and other members of the medical education/workforce team.

Term Supervisors must have:

1. A relevant current appointment at the health service (e.g. clinical or teaching).
2. Significant clinical experience in the medical discipline of the rotation (term).
3. Significant experience in medical education/teaching, including training as a supervisor that includes education/teaching skills.
4. Significant familiarity with the health service.
5. Sufficient total EFT at the health service to ensure that contact with each junior doctor is sufficient to allow an effective assessment of the junior doctor's performance.
6. Ideally, all Term Supervisors should have specific training in supervision upon appointment.

¹ Interns and PGY2s

Procedure

Responsibilities of Term Supervisors include (but are not necessarily limited to):

Administrative responsibilities

- Oversee unit prevocational supervision and working hours.

Orientation

Supporting unit orientation, including:

- Meeting with new prevocational doctors and discussing training goals and unit expectations for the term;
- Oversee the development/review of relevant unit orientation/education resources (Position Descriptions, Unit Handbooks, ROVERs etc).

Education

- Have an understanding of curriculum requirements for prevocational doctors within the rotation;
- Ensure unit formal and informal learning opportunities for prevocational doctors that are intern and/or PGY2 appropriate (includes learning opportunities during clinical meetings which have educational value);
- Support prevocational doctor attendance at relevant organisation education programs;
- Support supervision and teaching by other unit medical staff;
- Support professional development activities for other staff in order to improve the quality of supervision and education within the unit.

Supervision

- Directly supervise and oversee the supervision by others (e.g. registrars) of unit prevocational doctors.

Performance Assessment

- Develop and maintain skills in the provision of effective feedback to prevocational doctors;
- Provide regular informal feedback to prevocational doctors;
- Be aware of the National Intern Training Framework, the AMC Intern Assessment Form and Intern Outcome Statements, and other relevant standards of expected performance for prevocational doctors in the unit;
- Have an understanding of the expected level of performance for prevocational doctors in each of the relevant assessment domains;
- Complete mid- and end-of-term prevocational doctor assessment (in conjunction with other unit medical staff) and discuss with the prevocational doctor. Ensure that adequate time is allocated for face-to-face assessment meetings by incorporating assessment time into the term roster;
- Include discussion about career progression/options and the process for nominating appropriate referees into the assessment meeting;
- Identify the poorly performing doctor/doctor in difficulty and use a comprehensive framework to assist in remediation and management of the performance issues (eg. the AMC Improving Performance Action Plan-IPAP);
- Develop a process to ensure that assessments, and if necessary any performance

management plans, are clearly documented and actioned.

Support & Evaluation

- Provide general advice and support to unit prevocational doctors;
- Regularly invite and review prevocational doctor's evaluation of their term experiences, and;
- Use these evaluations to improve term experiences for junior doctors and to discuss broader issues related to professionalism and career planning.

Supporting documents and resources

1. PMCV Feedback Tool-kit <http://www.pmcv.com.au/education/feedback-tool-kit>
2. Accreditation Guidelines: <https://www.pmcv.com.au/accreditation/accreditation-guidelines-for-intern-and-pgy2-training>
 - PMCV Performance Assessment and Feedback Guidelines for Junior Doctors
 - PMCV Clinical Supervision of Junior Doctors Guidelines
 - PMCV Clinical Learning for Junior Doctors Guidelines
3. National Framework for Medical Internship: <https://www.amc.org.au/accreditation-and-recognition/assessment-accreditation-prevocational-phase-medical-education/national-internship-framework/>
 - Intern Outcome Statements
 - Guidelines for Terms
 - Intern Training Assessment Form
 - Assessing and certifying completion of internship

Bibliography

- Institute of Medical Education and Training, *The DPET Guide: A Handbook for Directors of Prevocational Education and Training*, 2009
<http://www.heti.nsw.gov.au/Global/Prevocational/The-DPET-guide.pdf>
- Clinical Education and Training Institute, *The Superguide – a handbook for supervising doctors in training*, November 2010
<http://www.heti.nsw.gov.au/Global/HETI-Resources/prevocational/news/the-superguide.pdf>

Version Control

Version approved along with date of next review.

| Version | Amendments by | Changes | Date |
|---------|--|---|----------------|
| 2 | Education Committee/ Accreditation Committee | | September 2019 |
| Initial | Education Committee | New Guideline approved by PMCV Board | November 2012 |

Approved by: Education Committee/ Accreditation Committee/ Medical Advisor

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