

Whenever possible, it is recommended for training sites to have a minimum of two supervisors. The site is required to have an accredited primary supervisor who has responsibility of the registrar's supervision and ideally an accredited secondary supervisor that supports them as a part of the supervisory team. Solo supervision sites can also provide excellent training environments but require extra considerations regarding leave. The following provides guidance for ALL training sites to ensure that the registrar is appropriately supervised at all times.

Ensuring that supervision is adequate and matches the registrar competency and training sites is a core responsibility of the primary supervisor. This includes ensuring that there is an accredited supervisor available for the registrar at all times.

Supervisors are encouraged to plan leave with the consideration of the registrar's needs. Ideally, planned leave in the first few weeks of the registrar commencing is discouraged to ensure that orientation, support, and learning needs are established. The supervisory team must discuss planned leave dates to avoid overlap. Planned supervisor leave should also be considered when matching with a registrar. The clinical supervision plan should be developed and reviewed over the course of the placement to ensure that the registrar is safe throughout their training term.

Generally planned leave is covered by other accredited supervisors on site. In-practice teaching also needs to be considered and arrangements made for during periods of leave. In addition to the risk to registrar, patient, practice and supervisor, unsupervised registrar time does not count towards training.

Unplanned leave may occur due to illness, family illness or other unanticipated reasons. At any time where accredited supervisors are not able to appropriately supervise the registrar, the RACGP MUST be notified ASAP. This may also include supervisor resignation or conditions imposed by AHPRA. Depending on options available, it may be necessary to utilise an *Alternative model of supervision for unplanned temporary situations*. The Training Coordinator and Medical Educator will work with the training site to determine the best option to ensure registrar and patient safety.

Planned leave is annual leave, conference leave, parenting leave or any leave that has a reasonable lead time that allows for alternative arrangements to be made.

Options for leave arrangements for training sites with more than one accredited supervisor:

- Supervision is undertaken by another accredited supervisor in the practice. This may include a variation in working days of supervisors to ensure appropriate coverage.
- Leave arrangements are documented within the Clinical Supervision plan.

Options for leave arrangements for solo supervision training site:

Arrangements need to be appropriate for the registrar level, match the registrar competency and must be discussed with the registrar. All solos sites must have an emergency leave plan – this needs to be reviewed every term to match the suitability of the registrar. This will be required as a part of accreditation/reaccreditation process.

Planned leave:

- Registrar takes leave at the same time as the supervisor (note: the registrar MUST be informed of this arrangement at the time of placement interview)
- Another GP in the practice needs to be accredited as a RACGP supervisor for leave cover (note: Dates must be provided to the RACGP at least 2 weeks in advance to enable linking the supervisor to the registrar)
- To be eligible to apply to be accredited as a supervisor the following are required:
 - A fellowed general practitioner
 - Unconditional AHPRA registration
 - In clinical practice for at least 12 months
 - Commit to completing supervisor professional development prior to the registrar placement
- The practice employs a locum who is an accredited RACGP supervisor. (note: Dates and details must be provided to the RACGP at least 2 weeks in advance to enable linking the supervisor to the registrar.)

- Use of an RACGP accredited remote supervisor (if available) arranged in advance through the Regional Accreditation Coordinator.
- A short term (Up to 4 weeks) blended on/off site supervision arrangement approved prospectively eg: an accredited supervisor working in a nearby practice who provides off site supervision for the period of leave with onsite support from allied health / practice nurse.

Unplanned leave:

- Another GP in the practice, is accredited and available only to ensure supervision during leave.
- An emergency blended/off-site supervision model is approved to be invoked should this situation arise.
- The registrar takes unpaid leave while the supervisor is absent – noting that this will affect the registrar’s training time.
- Regular locum that is already a RACGP accredited supervisor and suits the level of the registrar.
- If an *Alternative model of supervision for unplanned temporary supervision* needs to be implemented, this needs to be discussed with the local team, including the registrar and the application form needs to be completed and prospectively approved by the RACGP.

Supervisor Leave Plan

In situations, where supervisor leave is not covered by other accredited supervisors on-site and changes need to be made to ensure the registrar is appropriately supervised, the following form must be completed.

The form must be submitted to your Regional Team at least 2 weeks prior to leave.

Section 1 – for specific leave dates

Training site name			
Training site address			
Name of supervisor taking leave			
Planned leave dates	First day/date of leave:		
	Last day/date of leave:		
Registrar Name	Days of week worked	Hours worked per day	Please outline the changes to the registrars supervision for the dates above

Section 2 – additional supervisor to be accredited

Proposed supervisor details - if not already part of the training site accredited supervisory team. May include regular locums, accredited supervisors at another facility providing off site assistance, or temporary on-site supervisors.

Please note : supervisors MUST meet supervisor eligibility requirements.

Name of proposed supervisor:	
Mobile	
Email	
AHPRA number	
Supervisor currently accredited by RACGP/ACRRM for registrar training:	Yes No
If yes, please provide details:	
Will the supervisor remain accredited for the training site	Yes No
If no, what is the start date and end date	

Section 3 - Solo Supervision sites please outline the suggested arrangements for leave based on the options above. Include details of any additional supervisors to be accredited including regular locums in Section 2.

Planned leave	
Unplanned leave	

Primary supervisor declaration

I declare (please tick)

I have informed the proposed alternate supervisor of the function and training needs of the registrar

I have ensured the proposed alternate supervisor is aware of their role and responsibilities in relation to registrar training including supervision, informal and formal teaching requirements

I have provided orientation for the proposed alternate supervisor to the practice

I have introduced the proposed alternate supervisor to the registrar/s

I have informed the practice team of the proposed alternate supervision arrangement

Name

Signature

Date

Alternate proposed supervisor declaration

I declare (please tick)

I have full and unrestricted registration as a specialist GP under Australian Health Practitioner Regulation Agency (AHPRA)

I have Fellowship of the RACGP (FRACGP) or ACRRM (FACRRM) or AHPRA Specialist GP registration

I have worked in comprehensive general practice within the last twelve (12) months

I have up to date CPD

the registrar can request and receive timely assistance from me in all clinical situations (this may include telephone advice as well as on-site support)

I agree to complete the required supervisor professional development to become an accredited supervisor.

Name

Signature

Date

Registrar declaration

My supervisor has discussed the proposed alternate supervision arrangements with me.

I declare (please tick)

I agree to these proposed alternate arrangements and they meet on-site supervision requirements for my stage of training

I know how to contact the proposed alternate supervisor for advice for both on-site and off-site supervision

I will contact RACGP local medical team for support if these agreed alternate supervision arrangements do not occur

Name

Signature

Date