

Requirements for accreditation as a remote supervision training site



Training site

Date completed

Completed by

Role/title

To achieve accreditation as a remote supervision training site, the training site must meet the RACGP standards for training sites and supervisors and the additional remote supervision requirements:

- Review of the RACGP [remote supervision guidelines](#).
- Complete the remote supervision training site requirements table.
- Provide a draft outline of the onsite supervision team that will support the registrar during the remote supervision placements. The team can be further developed closer to the placement or during the orientation period.
- Review the [Remote supervision risk management template](#) and begin to think about risks and mitigation strategies relevant to the site. This will be completed during the orientation period with the remote supervisor and the registrar.

Remote supervision training site requirements

Remote supervision training site requirements		Requirement met?	Evidence/comment
General			
1	Has achieved general practice accreditation and accreditation as an RACGP training site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
2	Has reviewed the remote supervision guidelines and understands the expectations of being a remote supervision training site, including the remote supervision training activities based on registrar experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
3	An understanding of the registrar training program and understanding of what a registrar is capable of providing in the context of this practice site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
4	Has critical incidents processes including debriefing and if needed, capacity for registrars to take time away from practice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
5	Is responsible for the physical safety and well-being of the remote registrar, monitoring workload, and to assist critical incident debriefing.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
6	The training site has a process in place to manage conflict of interest. I.e. Doctors seeing other staff as patients.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
Community and onsite team			
7	The community or training site must want and need a registrar and there is no available accredited supervisor onsite	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	

Remote supervision training site requirements		Requirement met?	Evidence/comment
8	Identifies the skills needed in the context of the practice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
9	Manages community expectations, in conjunction with the onsite supervision team	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
10	A community ambassador is identified to help integrate remote Registrar into the community, including local cultural training and family/children support, schooling if required. The community should be encouraged to participate in orientation, promote community activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
11	Commitment to form and clearly define the onsite supervision team to support a registrar with an onsite leader identified.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
12	A representative of the onsite supervision team will be available for regular meetings with the remote supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
13	Aboriginal Medical Services and other training sites with high numbers of Aboriginal and Torres Strait Islander patients require a cultural mentor to be identified and willing to support the registrar.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
14	A commitment to ensuring safe and appropriate accommodation for the registrar and for the supervisor when visiting.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
IT equipment and access			
15	Has reliable internet with adequate bandwidth, including outage procedures and allows Google or equivalent search engine (e.g. NBN access; Satellite phone if it is anticipated there may be times of limited or no phone service)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
16	Has reliable IT equipment– computer and mobile device (tablet or phone) and video conferencing equipment (webcam), capability of taking clinical photos and storage of photos.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
17	Has IT support (either in-house or via external IT service) available to support the registrar and supervisors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	
18	Provides remote access to patient management system for the remote supervisor, ensuring adequate security of VPN or remote desktop is maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	

The onsite supervision team

A typical onsite supervision team for remote placements will be multidisciplinary and involve 3-4 key people. The makeup of the team will depend on the type and size of the service, and could include the practice manager, nurse, Aboriginal Health Worker/Practitioner, nearby hospital doctor or local GP if present, cultural mentor, allied health professionals and administrative staff.

The purpose of the onsite supervision team is:

- To ensure that registrars working in remote and isolated locations have onsite support and guidance that facilitates safety for themselves, patients and staff, and an environment for learning and growth
- To provide accessible communication avenues amongst the remote supervisor and the registrar, local staff and other health professionals attending the clinic
- To collaborate with the remote supervisor in practical risk mitigation and management
- To develop a relationship with the registrar within which appropriate feedback can be given and received.

Please outline below who will part of the multidisciplinary onsite team that will support the registrar. The team can be further developed or revised closer to the placement and during orientation

Role/Title	Name of person currently in role	Brief description of support that will be provided to the registrar

Remote supervision risk management

Risk assessment and management is an integral part of a remote supervision placement to ensure the safety of the registrar, the remote supervisor, the training site, and the community. While any clinical experience learning placement has risks, the potentially higher level of risks with the distance factor added means that a more stringent risk management approach will be needed for remote supervision terms. Risks must be identified, and strategies to prevent and control each risk should be documented and implemented. It is recognised that medical practice will never be risk free, but that careful consideration of possible risks associated with remote living and practice can assist mitigation.

Please review the [Remote supervision risk management template](#) and begin to think about risks and mitigation strategies relevant to the site. This will be formally completed during the orientation period with the remote supervisor and the registrar.

The risk management plan template outlines examples of risks and potential consequences that need to be considered within each risk category. Example mitigation strategies are listed to help guide the planning and preparation for each remote supervision placement.