

# CPD for General Practice Supervisors 2023

April 2023



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# CPD for General Practice Supervisors

## A guide to the recognition of CPD hours for GP Supervisors

April 2023

### Purpose

This guide outlines how the RACGP will **recognise and record** CPD hours for eligible GP supervisors in recognition of the professional development that occurs when teaching and supervising registrars.

### Background

From 2023, GPs, like all doctors, are required to complete 50 hours of CPD each year. CPD activities must include of a mix of:

- **Educational activities (EA)** - Activities that expand General Practice knowledge skills and attitudes, related to the GP's scope of practice.
- **Measuring outcomes (MO)** - Activities that use a GP's work data to ensure quality results; and
- **Reviewing performance (RP)** - Activities that require reflection on feedback about a GP's work

Being a GP supervisor is an important special interest within the GP specialty. Professional development (PD) activities that advance a GP supervisor's knowledge and skills in their special interest area have long been accepted as a GP's Continuous Professional Development (CPD) activities. Additionally, when supervising and teaching, a general practitioner advances their core general practice knowledge and skills. This is because supervising and teaching involve reflection-on-action through interacting with a colleague, deconstructing clinical decisions, and sharing and testing ideas and skills. These are activities that meet the reviewing performance (RP) and measuring outcomes (MO) CPD categories.

In 2023 the RACGP will **automatically** record a substantial portion of each GP supervisors' CPD requirements in recognition of the professional development that occurs when teaching and supervising registrars.

A GP supervisor, like every GP, should consider the breadth of their learning needs and select CPD that meets these needs. A supervisor is not obligated to accept the automatic allocation of hours and will still need to complete other PD activities to complete their annual CPD requirement of 50 hours.

# Supervisor CPD

CPD activities that form part of your role as a supervisor and are therefore **included in the automatically recorded portion of CPD** include but are not limited to:

- Become familiar with RACGP supervisor program, platforms and activities
- Develop a teaching plan and supervision plan for a registrar in their practice.
- Complete mid and end of term reports
- Preparation for teaching sessions
- Engagement in consultation observation, problem case discussion, and random case analysis.
- Sharing/discussing/reviewing teaching and supervisor experiences with peers
- Teaching at a registrar out of practice workshop
- Observation of the registrar and the delivery of feedback
- Workplace based assessment activities.
- Attendance at supervisor workshops

To meet the review of performance component of the CPD allocation a GP supervisor must undertake evaluation of their teaching and supervision. This may be completed with your registrar, a supervisor colleague, or with a medical educator. A guide to help you with this is included in Appendix 1. This review does not have to be submitted to the RACGP but should be retained as a record of your completion of the reviewing performance component.

## How will CPD for supervisors be applied?

**Who:** This simplified process applies to active RACGP supervisors in the Australian General Practice Training program (AGPT) and the Fellowship Support Program (FSP) who are supervising at least one GP registrar in 2023 (GPT1–GPT3).

**What:** Primary supervisors will automatically be allocated **30** hours whilst secondary supervisors will be allocated **20** hours of CPD. CPD will cover all three of the MBA activity types: EA, RP and MO. This will be allocated to GP supervisors' 2023 RACGP CPD statements by RACGP.

**When:** CPD hours will be allocated in May (mid-way through 2023.1) for supervisors who have a registrar in the first half of the year. For supervisors who only have a registrar in the second half of the year, hours will be allocated in August 2023.

Only one allocation of CPD hours applies per calendar year.

GP Supervisor with at least one registrar GPT1–GPT3 in a calendar year	
<b>Primary Supervisor:</b> 30 hours of CPD*	10 hours of Educational Activities (EA)
	15 hours Reviewing Performance (RP)
	5 hours Measuring Outcomes (MO)
<b>Secondary Supervisor:</b> 20 hours of CPD*	5 hours of Educational Activities (EA)
	10 hours Reviewing Performance (RP)
	5 hours Measuring Outcomes (MO)

\*The hours provided in the table above are based on estimates of time spent teaching and supervising by GP supervisors of GPT1-3 registrars. Supervisors who spend less time than the automatically allocated hours should contact local training coordinators to have the CPD hours adjusted. Where supervisors undertake additional supervisor CPD, this can be self-recorded.

Remaining CPD requirements can be met by a variety of means (see Appendix 2).

# Appendix 1: Reviewing your performance as a GP supervisor.

There are many ways to review your performance.

## With your registrar

Supervisors and registrars are encouraged to have regular conversations about teaching and learning during training placements. Whenever you provide feedback to the registrar about their performance there is also an opportunity to seek feedback on your teaching and discuss with your registrar how you can make it more effective for them. It is important that feedback and planning conversations are about both what was taught and how it was taught.

There is a power imbalance between supervisor and registrar. To obtain truthful and valuable feedback the registrar must believe that it is genuinely wanted by the supervisor. Specific questions about your teaching and supervision are more likely to provide valuable answers. For example, 'were there times when you couldn't obtain help when you wanted it?' or 'I was concerned when you called me in for help with patient X that I took over the consultation when I shouldn't have. Was that how you felt?'

## With other members of your in-practice supervision team

There are opportunities to review your performance with other members of the supervision team (allied health, reception staff, other GP supervisors). This may either be through others directly observing your teaching or supervision or other members of the team may be able to report on outcomes of your teaching. For example, after a teaching session on skin excisions other practice members may note the registrar is correctly obtaining consent for procedures and booking appropriate follow-up.

## With a medical educator

Medical educators can observe your teaching or facilitate a discussion with your registrar about your teaching. Medical educators also receive reports from your registrars and from clinical teaching visitors to your practice.

During supervisor professional development there will be opportunities to reflect on your performance with colleagues and use role play or review of videos of your teaching to enhance your skills

Reaccreditation of your practice provides a more formal review of your performance.

## Recording the review of your performance as a GP supervisor

You are not required to submit evidence of your performance review. However, if you are audited, you may be asked to produce evidence that it has occurred. To help you document your performance review record the answers to the following questions:

1. How did you review your performance as a supervisor? (e.g., with your registrar, supervisor colleague, medical educator)
2. What aspect(s) of your work as a supervisor did you review? (e.g., supervision plan, teaching sessions, response to questions during the consulting day, procedural skill teaching, cultural safety teaching)
3. What did you learn from the review and what will you do differently?

# Appendix 2: Solutions to meet remaining CPD requirements.

## Supervisor related activities

- *gplearning* online module relevant to supervision such as one of the *Foundations of GP Supervision* modules
- attend a RACGP GP or supervisor event/activity
- undertake an external clinical teaching (ECT) visit
- participate in an education research project or
- reviewing educational material for the College.

## RACGP recommended activities.

- Check units will provide up to 10 hours of CPD
- Case writing for exams, examining for the College.

## CPD that you can quick log, complete as a team in practice or with peers.

- Professional reading, such as AJGP articles
- On-demand webinars or podcasts
- Practice meetings where you discuss topics/cases and learn from and support each other
- Practice meetings where you use data or multisource feedback to improve patient quality and safety
- Clinical review meetings / multi-disciplinary team-based care arrangements
- Peer group learning
- Multisource feedback
- Plan, do, study, act
- Random case analysis
- Case based discussion.

## Browse myCPD home.

- find a workshop, conference, webinar or online course offered by the RACGP or one of our CPD providers
- Many CPD activities can contribute to both your Educational Activities/ Reviewing Performance hours.

## Your Professional Development Plan (up to 5 hours of *Reviewing Performance*).

- Log into RACGP's myCPD home and use the PDP tool or upload your own PDP.

## A mini audit

- Evaluating patient care or practice-based processes (approx. 5-6 hours of Measuring Outcomes).

\* According to the Medical Board of Australia CPD must include a range of activities to meet individual learning needs so your annual CPD must be relevant to your scope of practice enabling you can maintain, develop, update and enhance your knowledge, skills and performance and deliver appropriate and safe care. You are encouraged to consider the full breadth of your learning needs and undertake CPD to address those needs.