

# AGPT supervision requirements at a glance - 2025.1

| Timeline per 26wk term   | Activity   | GPT1                         | GPT2                                  | GPT3                                       | GPT4/<br>Extended skills | Useful Resources  |
|--|--|------------------------------|---------------------------------------|--|--------------------------|---|
| Pre-term   | Ensure practice is set up to receive teaching and practice payments through Services Australia                             | Required for payment         |                                       |  |                          | <a href="#">PRODA organisation account set-up</a><br><a href="#">Join organisation register in HPOS</a>   |
|  | Ensure practice is set up to receive practice supervisor stipend   | Required for payment         |                                       |  |                          | <a href="#">Supervisor Professional Development Requirements and Payments</a>   |
|  | Plan for the arrival of your new registrar   | Recommended                  |                                       |  |                          | <a href="#">GPSA 'before the registrar starts'</a>  |
| First 1-2 days of term   | Orientate the registrar into the practice  | Y                            | Y                                     | Y  | Y                        | <a href="#">RACGP in-practice orientation and checklist</a>   |
| Week 1-4 planning clinical supervision and education   | Registrar's initial consults are reviewed by supervisor until supervision plan implemented                                 | Y                            | N/A                                   | N/A  | N/A                      | <a href="#">EASL Supervisor Guide</a>   |
|  | Complete Early Assessment for Safety and Learning (EASL) by end of week 4  | Y                            | N/A                                   | N/A  | N/A                      | <a href="#">EASL Supervisor Guide</a>   |
|  | Complete a clinical supervision plan with your registrar   | Y                            | Y                                     | Y  | Y                        | <a href="#">RACGP Clinical supervision plan</a><br><a href="#">RACGP Call for help list</a>   |
|  | Discuss learning needs and create a teaching plan  | Y                            | Y                                     | Y  | N/A                      | <a href="#">RACGP teaching plan template</a>  |
| During term supervision  | Supervision on-site requirement  | 80%                          | 80%                                   | 50%  | 50%                      | <a href="#">RACGP practice and supervisor handbook</a>  |
|  | A Specialist GP who is not an accredited supervisor is permitted to supervise a registrar for 20% of their consulting time | No                           | No                                    | Y  | Y                        | <a href="#">RACGP practice and supervisor handbook</a>  |
| During term teaching   | Provide in-practice teaching<br>• Total in-practice teaching time<br>• Including scheduled uninterrupted teaching time     | Minimum:<br>3hr/wk<br>1hr/wk | Minimum:<br>1.5hr/wk<br>1hr/fortnight | Minimum:<br>1hr/fortnight<br>1hr/fortnight | No formal requirement    | <a href="#">RACGP Curriculum and syllabus</a><br><a href="#">GPSA 'how to teach'</a><br><a href="#">GPSA teaching plans</a>   |
|  | For part-time registrars, refer to the AGPT practice and supervisor handbook   |                              |                                       |  |                          | <a href="#">RACGP practice and supervisor handbook</a>  |
| During term assessment   | Be available to talk to the GP undertaking an External Clinical Teaching Visit (ECTV) of your registrar                    | 2 visits                     | 2 visits                              | 1 visits                                   | N/A                      | <a href="#">ECTV manual for practice managers</a>   |
|  | Assess observed consultations (Mini-CEX) x 2   | Y                            | Y                                     | Y  | N/A                      | <a href="#">RACGP mini-clinical evaluation exercise (mini-CEX): a guide for supervisors</a>   |
|  | Random Case Analysis (RCA) x 2   | Y                            | Y                                     | Y  | N/A                      | <a href="#">RACGP random case analysis (RCA) in work-place-based assessment: a guide for supervisors</a>  |
|  | Week 12-13 - mid-term assessment due   | Y                            | Y                                     | Y  | Y                        | <a href="#">RACGP mid-term and end-of-term assessments: a guide for GP supervisors</a>  |
|  | Week 24-25 - end-of-term assessment due  | Y                            | Y                                     | Y  | Y                        | <a href="#">RACGP mid-term and end-of-term assessments: a guide for GP supervisors</a>  |
| At all times   | Report all adverse events impacting or relating to a registrar working in the practice                                     | Y                            | Y                                     | Y  | Y                        | <a href="#">RACGP adverse event and critical incident management and reporting guidance</a><br><a href="#">RACGP adverse event and critical incident report form</a><br><a href="#">Adverse event (including critical incident) reporting</a> |
|  | Participate in supervisor PD (3hrs expected per registrar per practice)  | Required for payment         |                                       |  |                          | <a href="#">Supervisor Professional Development Requirements and Payments</a>   |
| RACGP key contacts: Your local team (Medical Educator and Training Coordinator) will be your main point of contact for GP training. These details are available in the Training Management System. <b>GP Training Support Line:</b> 1800 472 247; <a href="mailto:agpt.support@racgp.org.au">agpt.support@racgp.org.au</a> |  |                              |                                       |  |                          | <a href="#">RACGP webpage for supervisors</a>   |