

AGPT supervision requirements at a glance - 2024.1

Timeline per 26wk term	Activity	GPT1	GPT2	GPT3	GPT4/ Extended skills	Useful Resources
Pre-term	Ensure practice is set up to receive teaching and practice payments through Services Australia	Required for payment				PRODA organisation account set-up Join organisation register in HPOS
	Ensure practice is set up to receive practice supervisor stipend	Required for payment				Supervisor Professional Development Requirements and Payments
	Plan for the arrival of your new registrar	Recommended				GPSA 'before the registrar starts'
First 1-2 days of term	Orientate the registrar into the practice	Y	Y	Y	Y	RACGP in-practice orientation and checklist
Week 1-4 planning clinical supervision and education	Registrars initial consults are reviewed by supervisor until supervision plan implemented	Y	N/A	N/A	N/A	EASL Supervisor Guide
	Complete Early Assessment for Safety and Learning (EASL) by end of week 4	Y	N/A	N/A	N/A	EASL Supervisor Guide
	Complete a clinical supervision plan with your registrar	Y	Y	Y	Y	RACGP Clinical supervision plan RACGP Call for help list
	Discuss learning needs and create a teaching plan	Y	Y	Y	N/A	RACGP teaching plan template
During term supervision	Supervision on-site requirement	80%	80%	50%	50%	RACGP practice and supervisor handbook
	A Specialist GP who is not an accredited supervisor is permitted to supervise a registrar for 20% of their consulting time	N/A	N/A	Y	Y	RACGP practice and supervisor handbook
During term teaching	Provide in-practice teaching • Total in-practice teaching time 'full-time equivalent' (FTE) • Including scheduled uninterrupted teaching time (FTE)	Minimum: 3hr/wk 1hr/wk	Minimum: 1.5hr/wk 1hr/fortnight	Minimum: 1hr/fortnight 1hr/fortnight	No formal requirement	RACGP Curriculum and syllabus GPSA 'how to teach' GPSA teaching plans
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	ECTV manual for practice managers
	Assess observed consultations (Mini-CEX)	2	2	N/A	N/A	RACGP mini-clinical evaluation exercise (mini-CEX): a guide for supervisors
	Random Case Analysis (RCA)	2	2	N/A	N/A	RACGP random case analysis (RCA) in work-place-based assessment: a guide for supervisors
	Week 12-13 - mid-term assessment due	Y	Y	Y	Y	RACGP mid-term and end-of-term assessments: a guide for GP supervisors
	Week 24-26 - end-of-term assessment due	Y	Y	Y	Y	RACGP mid-term and end-of-term assessments: a guide for GP supervisors
At all times	Report all adverse events impacting or relating to a registrar working in the practice	Y	Y	Y	Y	RACGP adverse event and critical incident management and reporting guidance RACGP adverse event and critical incident report form Adverse event (including critical incident) reporting
	Participate in supervisor PD (3hr minimum per registrar per practice)	Required for payment				Supervisor Professional Development Requirements and Payments

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. **GP Training Support Line:** 1800 472 247; agpt.support@racgp.org.au

[RACGP webpage for supervisors](#)
News and resources for supervisors