

# AGPT supervision requirements at a glance

Timeline per 26wk term	Activity	GPT1	GPT2	GPT3	GPT4/ Extended skills	Useful Resources
Pre-term	Orientate yourself to GP Training	Recommended				<a href="#">RACGP practice and supervisor handbook</a>
	Ensure your practice is set up to receive teaching and practice payments	Required for payment				<a href="#">PRODA organisation account set-up</a> <a href="#">Join organisation register in HPOS</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	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>
	Discuss the registrar's learning needs and learning planning	Y	Y	Y	Y	<a href="#">GPSA 'helping the registrar plan their learning'</a>
	Complete a clinical supervision plan with your registrar	Y	Y	Y	Y	<a href="#">RACGP Clinical supervision plan</a> <a href="#">RACGP Call for help list</a>
	Create a teaching plan for the term	Y	Y	Y	Y	<a href="#">RACGP teaching plan template</a>
During the term	Provide supervision	Provide supervision appropriate to the registrar's need				<a href="#">RACGP codes and principles</a>
	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 as required	<a href="#">RACGP Curriculum and syllabus</a> <a href="#">GPSA 'how to teach'</a> <a href="#">GPSA teaching plans</a>
	Be available to talk to the GP undertaking an External Clinical Teaching Visit (ECTV) of your registrar	2 visits	2 visits	1 visit	N/A	<a href="#">ECTV manual for practice managers</a>
	Week 12-13 – Complete mid-term appraisal in the TMS	Y	Y	Y	N/A	<a href="#">Instructions for mid and end of term appraisals</a>
	Report any significant health and safety incidents relating to a registrar working in the practice (including mistakes/near misses), or any critical incidents as defined by the RACGP in the TMS	Y	Y	Y	Y	<a href="#">RACGP Critical incident &amp; adverse event guidance</a> <a href="#">RACGP Critical incident and adverse event form</a>
	Week 25 – Complete end of term appraisal	Y	Y	Y	N/A	<a href="#">Instructions for mid and end of term appraisals</a>
	Participate in supervisor professional development	No minimum supervisor PD requirement in 2023				<a href="#">RACGP supervisor professional development</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. **GP Training Support Line:** 1800 472 247; [agpt.support@racgp.org.au](mailto:agpt.support@racgp.org.au)

[RACGP webpage for supervisors](#)  
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