

The purpose of this document is to outline how the **remote supervision guidelines** will be applied to a particular placement. The placement plan will be contextualised based on the experience and needs of the registrar, the remote supervisor availability, and the context of the training site.

The Royal Australian College of General Practitioners (RACGP) regional team will complete this form following discussion with:

- the training site and remote supervisor
- the registrar
- national lead medical educator – remote supervision
- state censor.

The national lead medical educator – remote supervision and state censor will approve the plan to proceed with the placement contract and financial approval of remote supervision.

Placement information:

Training site

Placement period

Registrar name

Stage of training

Primary supervisor name

Registrar RACGP ID number

Secondary supervisor/s name/s

Training site key contact

Onsite supervision team	Name	Role in supporting the registrar
Could include: <ul style="list-style-type: none"> • other general practitioners (GPs)/ medical staff • nursing staff • allied health staff • cultural advisors • administration /reception staff • wider community 		

Placement Plan

Plan for orientation period	Length of orientation period, who will be involved, where will it take place? Will the remote supervisor be onsite and mostly supernumerary during this time?
Weekly remote supervision	How many hours per week and who will provide this? How will the remote supervision be provided? Will it be structured? Is it expected to vary throughout the term? Will there be periods of onsite supervision?
Onsite team and community	Who is the onsite team lead? Outline the plan for orientation to the community. The onsite team will be refined during orientation.
Mid-term site visit	Will a site visit be required? If so, provide details of who might visit and when. This will be confirmed during the term.
Primary supervisor leave cover	Plan for when the primary remote supervisor is on leave or is unavailable.
Emergencies and escalation	How the registrar will access support in an emergency. Please include local and remote support including ambulance/hospital facility support if required.

Remote supervision placement plan has been discussed with

Primary supervisor

State censor

Approval of remote supervision placement plan

The training site agrees to develop (as required) and implement policies and procedures, which ensure that service requirements are compatible with the training requirements of the registrar.

RACGP regional team name

Date

Signature

National lead medical educator – remote supervision name

Date

Signature