

# AGPT supervision requirements at a glance - 2024.2

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				<a href="#">PRODA organisation account set-up</a> <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> <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 • Total in-practice teaching time • Including scheduled uninterrupted teaching time	Minimum: 3hr/wk 1hr/wk	Minimum: 1.5hr/wk 1hr/fortnight	Minimum: 1hr/fortnight 1hr/fortnight	No formal requirement	<a href="#">RACGP Curriculum and syllabus</a> <a href="#">GPSA 'how to teach'</a> <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> <a href="#">RACGP adverse event and critical incident report form</a> <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. **GP Training Support Line:** 1800 472 247; [agpt.support@racgp.org.au](mailto:agpt.support@racgp.org.au)

[RACGP webpage for supervisors](#)