

Remote Clinical Supervision Application

A remote supervisor should complete this document with their registrar prior to agreeing to the supervisory arrangement. The registrar and supervisor are required to develop the plan in consultation with each other. The plan must detail how the supervision plan meets all RACGP remote supervision requirements and is matched to the registrar's needs, ensuring that patient safety is not compromised by the arrangement and the registrar is supported to ensure safe practice. You will need to consider how the site will be able to support the registrar, including how teaching requirements will be met, what members of the training site team and community will provide support to the registrar, when and how the registrar will call for help.

Please ensure that you have read and understand the following documents prior to completing this application:

[Remote supervision guidelines](#)

[Remote supervision registrar requirements](#)

[Requirements for accreditation as a remote supervision training site](#)

All plans are subject to RACGP review and approval. Remote supervision applications will need to complete a contextualised remote supervision placement process (CRSPP) if further information is required. Further information about the CRSPP can be found in the Remote Supervision Guidelines. While RACGP will endeavor to complete all CRSPP interviews as quickly as possible, there may be a delay to the start of the semester due to follow on processes such as obtaining MPNs. A CRSPP interview does not guarantee acceptance of a remote supervision plan. Any changes in circumstances must be reported to the RACGP immediately so that a review of the remote supervision arrangements can be re-assessed.

Minimum Requirements for Remote Supervision

You will be required to show that you meet the below requirements at a minimum for consideration for a remote supervision arrangement. This is not an exhaustive list and should be used as a guide to self-assess for suitability for a remote supervision arrangement.

Registrar Requirements

- Be able to demonstrate the appropriate skill level, competence and experience to work in the chosen location i.e. at least 6 months GP experience
- Willingness to work remotely in a team environment within the constraints of the particular location
- Demonstrate an ability and willingness to use IT resources to enable remote support
- Does not have any Ahpra conditions that will make a remote supervision arrangement unsuitable

Nominated Remote Supervisor Requirements

- Currently working in comprehensive general practice
- Have experience and competence as a supervisor including holding, or be willing to obtain, RACGP supervisor accreditation
- Have current and/or previous experience in the proposed location or similar
- Able to provide on-site supervision during the orientation period and at least one additional week per term
- Completion of the Remote Supervision Training Module

Supervisor and Training Site Details

Training site name Nominated remote supervisor name*

**Must match with supervisor in FSP application*

Registrar Name Registrar stage of training (*GPT1/2/3/4 or Post-Education Phase)

**GPT1 – Registrar in their first term of training, GPT2 – Registrar in their second term of training, GPT3 – Registrar in their third term of training and GPT4 – Registrar in their fourth term of training. Post-Education Phase is when the registrar has completed the educational requirements of the program and is awaiting completion of RACGP exam assessments for fellowship*

Date of plan Date of training commencement

Training site key contact Name Training site key contact phone number

Training site key contact email address

Members of the remote supervisory team

Supervisor Name	Role (*nominated/additional supervisor) <i>*Your nominated remote supervisor must match your FSP application.</i>	Details of Registrars Being Concurrently Supervised	
		<i>*Registrar Training program (RVTS/PEP/FSP/ AGPT/ACRRM)</i>	<i>Stage of training (GPT1, GPT2, GPT3, GPT4 or Post-education)</i>
Doctor One (example)	Nominated remote Supervisor	AGPTx1 ACRRMx1	GPT3 CGT

**RACGP supervisors are limited to supervising a maximum of three GPs in training.
Please note that the RACGP does not require the name of the registrars that you are currently supervising.

Nominated remote supervisor only - Apart from the number of registrars you've indicated above, are you supervising any other doctors with Ahpra supervisory requirements (Level 1 - 4)? Yes No

If yes, please tell us the number of doctors you're currently supervising for Ahpra and their level of supervision.

Doctors under supervision	Ahpra level of supervision
Doctor 1 (example)	Level 1 supervision

**Please note that the RACGP doesn't require the name of the registrars that you're currently supervising.*

Onsite supervision team	Name	Role in supporting the registrar
Could include: • other general practitioners (GPs)/ medical staff • nursing staff • allied health staff • cultural advisors • administration/ reception staff • wider community		

Nominated remote supervisor to complete:

Please outline the experience and clinical competencies that you assessed the candidate to hold when reviewing their suitability for a remote supervision arrangement. Please ensure that you provide detail. This may include the amount of time that the applicant has been working in general practice, their experience in rural/remote settings, scope of practice as it can be applied to general practice settings.

Placement Plan

The nominated supervisor should complete this section with an overview of how each item will be achieved.

On-Site Teaching

Remote supervisors are required to spend at least one week on-site with the registrars each term, in addition to the orientation visit. This usually occurs mid-term. The expenses for this may be covered by the training site, this should be discussed prior to submitting this application.

I confirm that I am able to commit to attending on-site for at least 1 week each term. Yes No

I confirm that I have discussed this with the training site and have an agreement on who will cover costs for these visits. Yes No

Please outline your plan for the on-site supervision visits. For example, if you are interstate, how might you facilitate on-site visits?

Plan for orientation period

A detailed **orientation plan will need to be completed prior to commencement.*

***Please note that the nominated supervisor and registrar should spend at least one week together on-site, and the remaining orientation could be conducted by other member of the onsite team.*

Length of orientation period, who will be involved, where will it take place?

Will the nominated supervisor be onsite and mostly supernumerary during this time?

Weekly remote supervision

How many hours per week and who will provide this?

Will it be structured? Is it expected to vary throughout the term?

How will the remote supervision be provided?

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.

Nominated supervisor leave cover

Plan for when the nominated 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.

Teaching Plan

Please refer to the [Supervisor, Assessor and Medical Educator Resources](#) for full details on supervisor teaching requirements and useful resources for teaching sessions. The registrar's designated supervisor is responsible for ensuring that the registrar receives their mandated minimum teaching time, whether from them or another member of the supervisory team.

Teaching time requirements:

Teaching time includes both formal and informal teaching activities, and the amount of time required depends on the registrar's stage of training:

- Year one (GPT1 and 2) – minimum one hour per fortnight of scheduled and uninterrupted time.
- Year two (GPT3 and 4) – minimum one hour per month of scheduled and uninterrupted time.

For part-time registrars, the expected teaching times will be reduced pro rata according to their training time. In part-time GPT1 placements, the one hour scheduled and uninterrupted teaching time should be preserved.

Teaching session schedule

Practices, particularly those with multiple supervisors, may find it useful to keep a calendar or chart to display activities each week. This will also act as a prompt to plan at least a week ahead. Required assessment activities can be scheduled well ahead of time.

Nominated remote supervisor to complete:

When and where is the dedicated teaching time routinely scheduled, and who will be delivering this teaching?

What teaching methods will be used during the routinely scheduled teaching sessions?

Practices, particularly those with multiple supervisors, may find it useful to keep a calendar or chart to display activities each week. This will also act as a prompt to plan at least a week ahead. Required assessment activities can be scheduled well ahead of time.

Supervision Plan

The nominated remote supervisor is required to assess what experience the registrar has had and their competency and develop a clear plan on when and how the registrar is to call for help. The Clinical Supervision Plan will be further developed during orientation, however an overview should be developed and discussed between the nominated remote supervisor and registrar for this application.

When is the registrar expected to call for help?

Document the particular presentations or circumstances when you expect the registrar to call for help. Are there situations where help can be sought at the end of the session rather than at the time of the consultation? The registrar should be encouraged to call for help whenever they feel unable to adequately meet the patient's need.

Who is to be called for help?

Record the current arrangements for who the registrar should call during each session and document what should happen when the first-call doctor is not available. This may include arrangements for after-hours and hospital on-call back up. If there are multiple supervisors, you may wish to use a supervision roster.

Leave cover

It is the responsibility of the nominated remote supervisor to ensure that there has been adequate handover to the supervisor covering their period of leave including the level of support required by the registrar.

If there is planned or unplanned leave by members of your accredited supervisory team during the term, how will this be covered? (who will provide supervision and if other accredited supervisors only work part time, how is this going to be managed i.e. will they increase hours to cover leave? What will the arrangements be?) How will the handover occur?

*For guidance on supervision requirements, please refer to day-to-day supervision requirements in the *FSP practice and supervisor handbook*.

How should a call for help be made?

Outline the process for calling for help. i.e. Via phone, knock on door, IT messaging Consider how will it be explained to the patient and how the request for help should be articulated.

Remote Supervision Risk Management Plan

This remote supervision risk management plan is to be completed by the training site and remote supervisor. The training site will initiate the plan during accreditation.

View the [Remote supervision risk management examples document](#) for potential risks, consequences and mitigation strategies that should be considered. The remote supervisor and training site will complete the risk management plan during the orientation period, discuss with the registrar and update it periodically throughout the placement. Patient safety should be considered in all of these categories.

Risk Category	Risks	Potential consequences	Management strategies
Registrar safety and wellbeing			
Supervisor and registrar relationship			
Training			
Environment and training site			

Declaration

Primary supervisor Name

Yes No

Confirm that you have liaised with the registrar's training site (practice) regarding the remote supervisory arrangements.

Confirm that you are currently working in comprehensive general practice. (Please note comprehensive general practice means that you're currently seeing patients of different demographics - age, gender, vulnerable populations and presentations).

Confirm that you have read and understood the Expectations of Remote Supervisors in the Fellowship Support Program document.

Confirm that you are an RACGP accredited supervisor, or are willing to become one, and maintain your supervisory status by completing annual supervisor professional development activities.

I understand that if additional information is required from this application, a CRSP may be undertaken.

Acknowledge that the information you have provided is true and correct

Supervisor signature

Date

Registrar Name

Yes No

Confirm that you understand the process for remote supervision and that a plan will need to be reviewed by RACGP each term, or if circumstances change during the term.

Confirm that you have read and understood who and how to call for help when needed.

I understand that if additional information is required from this application, a CRSP may be undertaken.

Acknowledge that the information you have provided is true and correct.

Registrar signature

Date