

# Supervision requirements at a glance

Timeline per 26 wk term	Requirement	GPT1 / PRRT1	GPT2 / PRRT2	GPT3 / PRRT3	Extended Skills in GP	Useful resources (available in the 'Supervisor Toolkit' in GPRime2)
<b>Before the Registrar arrives</b>	Review the registrar's Pre-Term Assessment Report (PTAR) - available 2 weeks before term starts. Please note: If you are joining GP Synergy from another RTP, due to the data transfer process this report may not be available until the second half of 2016.	✓	✓	✓	✓	
<b>First day of term</b>	Orientate the registrar into the practice	✓	✓	✓	✓	Orientation checklists <a href="#">↗</a>
<b>Week 1-3 Planning clinical and educational supervision</b>	Discuss the registrar's learning needs and Learning Plan Complete a Supervision Plan with the registrar	✓	✓	✓	✓	Setting up a Teaching Plan for a New Registrar - PPT <a href="#">↗</a> Supervision Plan Template <a href="#">↗</a> Red flag checklists <a href="#">↗</a>
	Undertake direct observation of the registrar	✓	✓	✓	✓	GP Synergy Codes, Principles and Recommendations <a href="#">↗</a>
<b>During the term</b>	Provide on-site supervision	80% onsite 20% phone	50% onsite 50% phone	25% onsite 75% phone	25% onsite 75% phone	GP Synergy Codes, Principles and Recommendations <a href="#">↗</a>
	Provide weekly in-practice teaching	1hr formal 2hr informal	1hr formal 0.5hr informal	No formal requirement	No formal requirement	Help Sheet: In-practice Teaching Options <a href="#">↗</a>
	Undertake Competency Assessments of the registrar throughout the term*	3 per term: Week 8, 16, 24	3 per term: Week 8, 16, 24	2 per term: Week 16, 24	2 per term: Week 16, 24	Competency Assessments Guide <a href="#">↗</a>
	Be available to talk to the GP undertaking a Clinical Teacher Visit (CTV) of your registrar (in person or by phone)	2 per term	2 per term	1 per term	✗	
	Participate in supervisor professional development	✓	✓	✓	✓	GP Synergy Supervisor Professional Development Requirements <a href="#">↗</a>
	Report any critical incidents relating to a registrar working in the practice to GP Synergy (including Mistakes and near misses as defined by the RACGP in their Standards for General Practices, 4th edition)	✓	✓	✓	✓	

\*Competency assessments for part-time registrars should be staggered across a 12 month period i.e. GPT1/PRRT1 & GPT2/PRRT2 - competency assessments to take place at 4mths, 8mths and 12mths.

# Common training activity terminology

Term used	Name of activity	Definition	Other terms this activity may be known as:
CTV	Clinical Teaching Visit	A scheduled visit by an experienced general practitioner arranged by GP Synergy, who sits in with a registrar for a session (approximately 3 hours), observing the registrar's consultations, and providing feedback.	In-practice teaching visit ECTV - External Clinical Teaching Visit MEV - Medical education visit FACT - Formative Assessment and Clinical Teaching Visit
CT visitor	Clinical Teaching Visitor	An experienced general practitioner arranged by GP Synergy to undertake clinical teaching visits.	
CA	Competency Assessment	There is a competency assessment tool which is used to benchmark the Registrars training and progress and which is then used to provide feedback to the registrar to assist their learning. Then there are competency assessments which are the formative assessments done by CTV and Supervisors during training. This requires direct observation of the registrar, using the competency assessment tool and then giving formative feedback based on that assessment	Direct Observation of the Registrar
FARS	Formative Assessment – of a Registrar by a Supervisor	A GP Synergy online feedback mechanism in GPRime2 where GP supervisors provide feedback about their GP registrar which is linked to the Competency Assessment Grid.	Supervisor formative assessment
FLiP	Focused Learning intervention Plan	A focused learning intervention plan aims to address a registrar's identified educational shortfalls or deficiencies in order to attain the required level of knowledge, skills and attitudes during training. This plan is developed in consultation with the registrar, their medical educator, regional head of education and where appropriate the supervisor in order to ensure an optimal outcome for the registrar.	Focused Learning Plan (FLP)
PGA	Pre-GP Term Assessment	A GP Synergy assessment conducted by registrars prior to entering their first GP term.	Learning needs analysis
PL	Practice logs	A weekly requirement in which GP registrars in community based terms complete an online log detailing the number of patients seen, patient contact time, teaching time and participation in GP Synergy educational activities,	
PTAR	Pre-Term Assessment Report	A report provided to GP supervisors prior to each term commencement summarising the registrar's competency assessments to date.	
TA	Training/Teaching Advisory contact	A formal contact between a registrar and GP Synergy medical educator which is recorded on GP Synergy's online training management system, GPRime2.	Training Review Meeting

**GPRime2** (GP Registrar Information Management System 2) - GP Synergy's online training management system.

**GPS** – GP Supervisor  
**GPR** – GP Registrar  
**ME** - Medical Educator

**IMG** – International Medical Graduate  
**OTD** – Overseas Trained Doctor