



<b>Guideline Name</b>	Guideline for the development of individual Health Service Position Descriptions - Term (Rotation) Supervisor
<b>Consultation and Date Approved</b>	Education Subcommittee: 10 September 2012; PMCV Board: 16 November 2012 Revision: October 2016
<b>Responsible Officer</b>	Medical Advisor

### Purpose & Scope

This document provides information for Term Supervisors and guidance to Health Services developing Position Descriptions for Term Supervisors.

### Definitions

*Term (Rotation) Supervisor:*

- A Term Supervisor (member of senior medical staff) should be allocated for each prevocational doctor rotation/term.
- Term Supervisors should have the opportunity to attend supervisor training and other professional development activities in relation to junior medical staff.
- Term Supervisors receive support in their role by the Supervisor of Intern Training/Director of Clinical Training, Head of Unit and other members of the medical education/workforce team.

### Guideline Details

Responsibilities of Term Supervisors include (but are not necessarily limited to):

*Administrative responsibilities*

- Oversee unit prevocational supervision and working hours

*Orientation*

Supporting unit orientation, including:

- Meeting with new prevocational doctors and discussing training goals and unit expectations for the term;
- Oversee the development/review of relevant unit orientation/education resources (Position Descriptions, Unit Handbooks, ROVERs etc).

*Education*

- Have an understanding of curriculum requirements for prevocational doctors within the rotation;
- Support unit formal and informal learning opportunities for prevocational doctors;
- Support prevocational doctor attendance at relevant organisation education programs;
- Support supervision and teaching by other unit medical staff;
- Support professional development activities for other staff in order to improve the quality of supervision and education within the unit;

*Supervision*

- Directly supervise and oversee the supervision by others (e.g. registrars) of unit prevocational doctors

### *Performance Assessment*

- Develop and maintain skills in the provision of effective feedback to prevocational doctors;
- Provide regular informal feedback to prevocational doctors;
- Be aware of the National Intern Training Framework, the AMC Intern Assessment Form and Intern Outcome Statements, and other relevant standards of expected performance for prevocational doctors in the unit;
- Have an understanding of the expected level of performance for prevocational doctors in each of the relevant assessment domains;
- Complete mid- and end-of-term prevocational doctor assessment (in conjunction with other unit medical staff) and discuss with the prevocational doctor. Ensure that adequate time is allocated for face-to-face assessment meetings by incorporating assessment time into the term roster;
- Include discussion about career progression/options and the process for nominating appropriate referees into the assessment meeting;
- Identify the poorly performing doctor/doctor in difficulty and use a comprehensive framework to assist in remediation and management of the performance issues (eg. the AMC Improving Performance Action Plan-IPAP);
- Develop a process to ensure that assessments, and if necessary any performance management plans, are clearly documented.

### *Support & Evaluation*

- Provide general advice and support to unit prevocational doctors;
- Regularly invite and review prevocational doctor's evaluation of their term experiences, and use the evaluations to improve term experiences for junior doctors.

### *Supporting documents and resources*

1. PMCV Feedback Tool-kit <http://www.pmcv.com.au/education/feedback-tool-kit>
2. PMCV Performance Assessment and Feedback Guidelines for Junior Doctors <http://www.pmcv.com.au/documents/accreditation-quality-improvement/1067-pmcv-performance-assessment-and-feedback-guidelines-for-junior-doctors-1>
3. Teaching on the Run program
4. AMC Intern Outcome Statements <http://www.amc.org.au/joomla-files/images/intern-training/intern-training-intern-outcome-statements-2014-09-24.pdf>
5. AMC Intern Training Assessment Form <http://www.amc.org.au/joomla-files/images/intern-training/intern-training-term-assessment-form-2014-09-24-colour.pdf>

### **Bibliography**

- Institute of Medical Education and Training, *The DEPT Guide: A Handbook for Directors of Prevocational Education and Training*, 2009 <http://www.heti.nsw.gov.au/Global/Prevocational/The-DPET-guide.pdf>
- Clinical Education and Training Institute, *The Superguide – a handbook for supervising doctors in training*, November 2010 <http://www.heti.nsw.gov.au/Global/HETI-Resources/prevocational/news/the-superguide.pdf>