

# TERM SUPERVISOR

## KEY RELATIONSHIPS

- Prevocational doctors
- Clinical staff in the department
- Medical Education Unit
  - Director of Clinical Training (DCT)
  - Supervisor of Intern Training (SIT)
  - Medical Education Officers
- Medical Workforce Unit

**The Term Supervisor** is responsible for the welfare, education and training of prevocational doctors allocated to their unit.

Their key roles are ensuring appropriate supervision for patient safety, providing training to meet the learning objectives of the term, monitoring prevocational doctor progress, and assessing prevocational doctor performance.

## KEY ACCOUNTABILITIES

### Education and training

The Term Supervisor role will be administered through the clinical unit, with Medical Education Unit to maintain oversight of the requirements of the role.

For the Term Supervisor, components include:

- Start of term
  - Orientation -
    - Ensures that clinical orientation is provided which has been endorsed.
    - Ensures clinical supervisors are aware of expectations to complete a unit orientation.
  - Beginning of Term Discussion – Using the term description as a guide, discusses training goals and expectations with the prevocational doctor assigned to them
- During the term
  - Monitors progress of prevocational doctors
  - Provides constructive and specific feedback to prevocational doctors, including:
    - During the assessment of EPAs
    - During Term Assessments
  - Maintain awareness of issues arising for the prevocational doctor assigned to them
  - Seeks timely support from the DCT/SIT for prevocational doctors requiring additional support.
  - Available to support clinical supervisors as required.
  - Maintains oversight of assessments (EPAs and term assessments) and ensures that at least one EPA per term per prevocational doctor is assessed by the primary clinical supervisor or an equivalent consultant.
  - Education:
    - Promotes a departmental educational program.
    - Supports attendance of prevocational doctors at hospital wide based educational events
    - Provides effective practice-based teaching.
- Mid Term
  - Ensure the clinical supervisor(s) completes mid-term assessment (with Term Supervisor review).
    - Assessment developed in consultation with the broader multidisciplinary team.
    - Plan and document actions to improve prevocational doctor performance.
- End of Term
  - Provides formal documented end of term assessment.

- Assessment developed in consultation with the broader multidisciplinary team.
    - Refers to start and mid-term forms for progress.
  - Ensures EPAs completed with reference to the beginning of term discussion.
- Across the year – within unit
  - Advocacy & reminders regarding Prevocational assessments, education, and training
  - Sets the expectations for prevocational support with the unit clinical supervisors.
  - Initial contact point for questions on prevocational training within the unit
  - Encourages clinical supervisors to teach, supervise, and to provide specific and constructive feedback to prevocational doctors.
  - Prepares and reviews the term description in collaboration with other clinical supervisors within the unit, the Medical Education Unit, and prevocational doctors.
- Across the year – within the hospital
  - Two-way communication with Medical Education Unit regarding unit or doctor concerns or questions around framework
  - Participation in assessment review panel as required.
  - Maintain up to date unit handbooks, and support JMS to keep Rovers up to date

### **Patient safety**

Promotes safe care of patients by employing strategies across the unit of graded supervision, training, and support for the wellbeing of the prevocational doctor assigned to them

### **Prevocational doctor welfare, support, and supervision**

- Supports the wellbeing of prevocational doctors assigned to them
- Determines the level and proximity of supervision required for each prevocational doctor in the unit.
- Ensure that the systems of work and training minimise risks and promotes the safety of prevocational doctors.
- Discusses grievances and provides career guidance with prevocational doctors.
- Encourages continuous development towards achieving prevocational outcomes.

## **SKILLS, KNOWLEDGE, EXPERIENCE COMPETENCIES AND BEHAVIOURS**

The Term Supervisor must be a senior medical staff (SMS) at the hospital with responsibility for providing patient care within the scope of the term. Ideally not the Unit Head.

Term Supervisors should have:

- an understanding of the concepts of adult education, performance monitoring and quality improvement.
- Highly developed interpersonal skills.
- ability to assess entrustable professional activities.
- an understanding of the National Framework for Prevocational Medical Training.
- Allocated FTE / CST to perform the role.