



NTGPE's GP Registrar (Training) Program: Summary¹ of Supervision Quality Parameters

2. Purpose

Define the principles, policies and procedures NTGPE will adopt to assure the quality of supervision and training locations associated with its GP Registrar training and related education programs.

3. Principles

- 3.1 GP Supervisors, GPSs are central to successful GP training.
- 3.2 NTGPE provides appropriate support for GPSs, and ensures quality of supervision.
- 3.3 Support for GPSs is necessary through each step of establishing a supervisor network.
- 3.4 The RACGP Fellowship is the outcome for NTGPE's GPR training program.
- 3.5 Accreditation of GPSs and their practice setting(s) indicates readiness-to-supervise.
- 3.6 Training in and for the diversity of GP or primary health care settings in the NT is supported.
- 3.7 Flexibility and innovation is required where accreditation standards are not met in a standard form.
- 3.8 Good communication between NTGPE and GPSs is essential for training.
- 3.9 Maintaining clear communication between GPSs and GPRs is a pre-requisite for good training.
- 3.10 Cultural Educators (CE) participation is important for Aboriginal community or patient settings.

4. Policy

4.1 Approval and Accreditation

- 4.1.1 Accreditation and maintenance of training posts, locations and GPSs is facilitated by NTGPE.
- 4.1.2 Where standard accreditation is not possible, alternative RACGP approval will be secured.
- 4.1.3 A list of accredited practices will be reviewed regularly and available on NTGPE's website.
- 4.1.4 NTGPE will liaise with RACGP SA & NT Training Post Accreditation committee, and
- 4.1.5 Programs Manager (PM) will liaise for admin purposes, ME is responsible for program matters.

4.2 Allocation of GPRs to Training Posts, and Conditions associated with a GPR's Training Post

- 4.2.1 Medical Educators will only use accredited training posts.
- 4.2.2 A GPS/clinic/DHCS will consider a contract determining conditions for a potential GPR allocation.

¹ Please refer to the full version of the Policy for details

- 4.2.3 NTGPE will adhere to minimum terms and conditions statements for GPRs and GPSs.

- 4.2.4 GPRs will receive a copy of the contract.

4.3 When training conditions for a GPR are at risk

- 4.3.1 When a GPR is aware of a breach; he/she will advise the GPS and seek to restore training contract conditions. NTGPE will be contacted if restoration is not possible and the GPR's training is at risk.
- 4.3.2 When a GPS or Clinic Manager (CM) is aware of a breach they will take action to restore training conditions. NTGPE will be contacted if restoration is not possible and the GPR's training is at risk
- 4.3.3 When NTGPE becomes aware of a breach it will; consult the SLO and RLO and take action to seek to restore training conditions. If this is not possible and GPR's training is at risk, the contract will be suspended and the GPR relocated. If restoration is not possible and GPR training is not at risk, NTGPE will seek agreement between the parties, or seek an alternate training placement.

4.4 Feedback on the nature of training provided

- 4.4.1 Each GPR should receive confidential feedback on their progress from the GPS in each training post, the training advisor, and an ME conducting an external clinical teaching supervision visit (ECTSV)
- 4.4.2 GPSs and CMs should receive confidential feedback on their training from each GPR in their training post, the Training Advisor for the GPR, and an ME conducting an ECTSV.

4.5 Training for GPSs, MEs, CEs and Administrators

- 4.5.1 NTGPE will provide training for GPSs, TAs, MEs and CEs to ensure appropriate training for GPRs
- 4.5.2 NTGPE will also provide training for administrative, management and leadership staff
- 4.5.3 This training will be at the standard available nationally and internationally.

5. Procedures

5.1 Approval and Accreditation

- 5.1.1 PM will maintain a list of accredited GPS and training locations as described in 4.1.1.
- 5.1.2 The PM will ensure appropriate review and distribution of this list, described in 5.1.1.
- 5.1.3 The PM will liaise with the RACGP Training Post Accreditation Committee on administrative matters.
- 5.1.4 The ME Coordinator will liaise with the Committee and/or Censor regarding medical training.

5.2 Allocation of GPRs to training posts, and conditions associated with a GPRs training post.

- 5.2.1 The ME determining a GPR's training will ensure that the post is accredited by the RACGP.
- 5.2.2 The PM is responsible for:

- a) The drafting and storage of contracts between NTGPE and training practices, including the existence of clauses demonstrating compliance with the National GP training program;
- b) Maintaining confidentiality of the contracts;
- c) Provision of copies to appropriate others including the GPR,
- d) Other administrative requirements associated with 4.2.2 – 4.2.4.

5.2.3 The Executive Director is responsible for the contents of the agreements.

5.3 When training conditions for a GPR are at risk

- 5.3.1 The PM will ensure all participants of programs are aware of their rights, responsibilities and procedures associated with 4.3.1 – 4.3.3.
- 5.3.2 The PM will be the contact for all concerns from a GPR, GPS, CM, principal or equivalent, and ensure compliance with the procedures.
- 5.3.3 In reference to 4.3.1 – 4.3.3 the PM will consult the GPR's Training Advisor (TA) and/or ME Coordinator and others as required on training matters, and the ED on contract compliance matters.
- 5.3.4 The PM will record and maintain all issues and resolutions on file.
- 5.3.5 Where repeat concerns occur the ED, in consultation with the ME will take appropriate action.

5.4 The PM will be the contact for all concerns from a GPR, GPS, CM, principal or Feedback on the nature of training provided

- 5.4.1 The ME Coordinator is responsible for the feedback processes and documentation in 4.4 – 4.5.
- 5.4.2 The GPS, TA, ME, CE and GPR concerned with 4.4 – 4.5 are responsible for the contents and documentation of feedback sessions, and the provision of confidential copies to the PM for files.
- 5.4.3 The PM will be responsible for: the existence of any appropriate feedback proforma; the maintenance of these records related to each GPR; the follow-up where provision of documentation is tardy; monitoring, confidentiality and storage of feedback records; and the provision of records and details of summative feedback for appropriate stages of training.

5.5 Training Programs

- 5.5.1 The ED is responsible for providing regular training programs for the GPSs, MEs, CEs and other staff, at least annually. Participation will be the subject of evaluations and/or reports from participants. Newly recruited GPSs or staff will undergo training/induction and/or orientation.
- 5.5.2 The PM is responsible for records of all training programs taken by GPSs and NTGPE staff, including the outcomes, and evaluation of their effectiveness.

D Lloyd, Executive Director

On behalf of the Board of Directors, 18th September 2003