

AGPT accredited supervisor leave requirements and Emergency leave form

The underlying principle in managing supervisor leave is to ensure patient and registrar safety.

Key requirements

(From the [Accreditation-Standards](#), [Supervisor-requirements](#) and [AGPT practice and supervisor handbook](#))

- All training time must be supervised. Registrars left without supervision, as defined by their training needs, will be unable to count that time towards training requirements for fellowship.
- It is recommended that a practice has adequate supervisors to ensure there is always a GP supervisor available for escalation of time-critical registrar supervision needs and to cover periods of leave.
- At any time where accredited supervisors are not able to appropriately supervise the registrar, the local RACGP team MUST be notified immediately, and a plan put in place.

Day to day supervision requirements are defined as:

- Entry: *GPT1 (first 4 weeks)* onsite supervision is required to be 100% of the time the registrar is consulting.
- Foundation: *GPT1 (after week 5)* and *GPT2*: onsite supervision is required for 80% of the time the registrar is consulting.
- Consolidation: *GPT3 and Extended skills* in general practice onsite supervision is required for 50% of the time the registrar is consulting. A specialist GP, who is not an accredited supervisor, is permitted to supervise a GPT3 or Extended skills registrar for 20% of their consulting time.

Note: For all registrar levels, when offsite, the supervisor must be easily contactable and able to immediately attend if required. Percentages are considered fortnightly and must be appropriate for the registrar's level of competency and learning needs.

Expectations

RACGP Clinical supervision plan

It is expected that supervisors within the training site will liaise with each other regarding all periods of **planned leave** to ensure at least one accredited supervisor remains available onsite for registrars. Responsibilities including designated supervisor leave cover are documented within the clinical supervision plan by the designated supervisor on behalf of the supervisory team for each registrar for each training semester. In some cases, this may require a supervisor or registrar to temporarily alter their working days.

Training sites must also consider and document how they will manage **unplanned leave**. (eg illness, family illness, supervisor resignation, changes to supervisor medical registration such as Ahpra conditions or other unanticipated reasons). Does the training site have enough supervisors to cover emergency situations?

Emergency leave form (attached) is used by training sites to notify the RACGP regarding supervisor absence in an emergency (unplanned situations) and details the proposed alternative arrangements.

Notifying the RACGP of supervisor leave

There is no requirement to notify the RACGP of short periods of planned leave that are documented within the Clinical Supervision plan if supervision remains adequate for the registrar's level of competency, learning needs are met and meets the expected day to day supervision requirements (as earlier).

The RACGP must be notified of any periods of extended leave, eg parental leave. Prior to planned extended leave, the training site must consider how adequate supervision will be provided during the leave and whether another supervisor should be accredited to provide appropriate cover.

(Continued overleaf)

When emergency situations arise and result in unplanned leave, and there is no other accredited supervisor at the training site, the RACGP (training coordinator) **MUST** be notified immediately. It is permissible for another fellowed GP* (with unrestricted general specialist registration) working at the training site to cover **short periods** of supervisory team absence:

- One calendar week for GPT1 registrars after the first 4 weeks
- Two calendar weeks for GPT2 registrars, GPT3 registrars and Extended skills registrars

**Note: the proposed fellowed GP must meet the minimum onsite requirements for the registrar's stage of training.*

The attached **Emergency leave form** must be completed and returned for RACGP approval. The supervisory team will also review their unplanned leave cover and supervisor requirements to avoid future absence.

For longer periods, again the RACGP (training coordinator) **must** be notified immediately. The training coordinator and medical educator will work with the training site to determine appropriate actions based on the registrar's needs. In appropriate circumstances based on registrar eligibility, a formal 'Alternative model of supervision for unplanned temporary supervision' may be implemented for up to two months.

Emergency leave form

In situations where supervisor leave is not covered by other accredited supervisors onsite and changes need to be made to ensure the registrar is appropriately supervised, the following form must be completed and provided to the RACGP as soon as possible prior to leave.

Training site name:

Training site address:

Supervisor/s taking leave:

Section 1 – Leave dates

Planned supervisor leave dates

First day/date of leave:

Last day/date of leave:

Registrar(s):

Rostered workdays/hours

Covering supervisor workdays and hours

1. Name:

2. Name:

3. Name:

Section 2 – Proposed alternative supervisor

Proposed supervisor details – may include an onsite fellowed GP providing temporary supervision, regular locums or accredited supervisors at another facility if eligible.

Please note: alternative supervisors MUST meet supervisor eligibility requirements (specialist GP with unrestricted registration and recency of comprehensive GP work in the past 12 months).

Name of proposed supervisor:

Mobile:

Email:

Ahpra number:

Supervisor currently accredited by RACGP/ACRRM for registrar training at another site: Yes No

If yes, please provide details:

Is the temporary alternative supervisor interested in becoming an RACGP accredited supervisor for this site? (where applicable) Yes No

Declarations

Designated (or other accredited) supervisor

I declare I have (please tick):

☐ discussed the proposed alternative supervision arrangements with the registrar/s

☐ informed the proposed alternative supervisor of the function and training needs of the registrar

☐ ensured the proposed alternative supervisor is aware of their role and responsibilities in relation to registrar training including supervision, informal and formal teaching requirements

☐ provided orientation for the proposed alternative supervisor to the practice (if applicable)

☐ introduced the proposed alternative supervisor to the registrar/s

☐ informed the practice team of the proposed alternative supervision arrangement

Name:

Signature:

Date:

Proposed alternative supervisor

I declare (please tick):

☐ I have full and unrestricted registration as a specialist GP under Australian Health Practitioner Regulation Agency (Ahpra)

☐ I have Fellowship of the RACGP (FRACGP) or ACRRM (FACRRM) or Ahpra Specialist GP registration

☐ I have worked in comprehensive general practice within the last twelve (12) months

☐ I have up to date CPD

☐ that the registrar can request and receive timely assistance from me in all clinical situations (this may include telephone advice as well as onsite support)

☐ I am not under any investigation or the subject of disciplinary action

☐ I have not been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in my career

☐ there are no proceedings under any jurisdiction against me

☐ I am not subject to any conditions, limitations, or restrictions from any jurisdiction

Name:

Signature:

Date:

Each registrar in the practice to complete a declaration below

Registrar 1 declaration

I declare (please tick):

My supervisor has discussed the proposed alternative supervision arrangements with me

I agree to these proposed alternative arrangements, and they meet onsite supervision requirements for my stage of training

I know how to contact the proposed alternative supervisor for advice for both onsite and offsite supervision

I would contact my RACGP local medical team for support if these agreed alternative supervision arrangements do not occur

Name:

Signature:

Date:

Registrar 2 declaration

I declare (please tick):

My supervisor has discussed the proposed alternative supervision arrangements with me

I agree to these proposed alternative arrangements, and they meet onsite supervision requirements for my stage of training

I know how to contact the proposed alternative supervisor for advice for both onsite and offsite supervision

I would contact my RACGP local medical team for support if these agreed alternative supervision arrangements do not occur

Name:

Signature:

Date:

Registrar 3 declaration

I declare (please tick):

My supervisor has discussed the proposed alternative supervision arrangements with me

I agree to these proposed alternative arrangements, and they meet onsite supervision requirements for my stage of training

I know how to contact the proposed alternative supervisor for advice for both onsite and offsite supervision

I would contact my RACGP local medical team for support if these agreed alternative supervision arrangements do not occur

Name:

Signature:

Date:

Training site / supervisor - Please return to your RACGP training coordinator

OFFICE USE ONLY

Date received by the training coordinator

Reviewed by the senior medical educator

Approved / comments

Not approved / comments including alternative plan

Senior medical
educator name:

Signature:

Date:

Once complete, the training coordinator must upload a copy of the document to the TMS and send a copy to the regional accreditation coordinator.