ED 025 Supervisor Professional Development

1. Scope

This document outlines the professional development framework and requirements for all MCCC general practice term supervisors

2. Overview

General practice training relies on the apprenticeship model of training to ensure that GP registrars are well supported and educated in the workplace and that our communities receive the best possible care. This requires our supervisors to be the leaders of the primary care supervisory team.

Murray City Country Coast (MCCC) acknowledges the vital role that our supervisors play as clinician educators and mentors.

Consequently, MCCC chooses to invest heavily in supporting our supervisors. We have undertaken focus groups with our Supervisor cohort across the MCCC footprint to increase our understanding of their educational needs and to facilitate the establishment of Regional Supervisor Communities of Practice.

The Supervisor Communities of Practice:

2.1.   Enhance and extend knowledge and learning

2.2.   Generate and manage a body of knowledge for members to draw on

2.3.   Promote consistency of practice whilst recognising the local or regional context

2.4.   Innovate and create new ideas, knowledge and practices

The three key elements for our Supervisor Communities of Practice are:

2.5.   Established community – to enable interactions, discussions, collaborative activities and relationship building to strengthen and enhance the supervisor role

2.6.   Shared commitment to the provision of high-quality supervision for our registrars

2.7.   Shared practice (i.e. repertoire of resources) – techniques, tools, experiences, processes or practices which can facilitate the delivery of supervision

We provide professional development (PD) opportunities for supervisors to enhance and maintain skills and knowledge in order to continue performing at a high standard as both supervisor and educator for our GP registrars.

All new supervisors must undertake a New Supervisor Orientation workshop prior to becoming an accredited supervisor. This Workshop is delivered face-to-face or on-line, it may be run regionally or cross regionally according to demand.

A core component of supervisor PD are our regional supervisor workshops (face-to-face or on-line). Each MCCC region offers a local program responsive to the diverse needs of their supervisor cohort.

At MCCC face-to-face/on-line education events, it is expected that supervisors will:-

2.8.   Collate points of discussion identified by other (non-attending) supervisors, practice managers or registrars at their practice to enable discussion at face-to-face/on-line workshops.

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Created: December 2017
Unit responsible: DMET
Reviewed: October 2021

Version: 3.0
Approval: Executive
Written by: Dr Kate Davey
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2.9.   Disseminate relevant information on their return to their practice following attendance at a supervisor workshop. The information should be shared with non-attending supervisors, practice managers, registrars and other relevant staff members.

Our supervisor program offers a diversity of formats and content for supervisor PD to accommodate the differing skill level and experience of our supervisor cohort. The MCCC footprint is extensive and our program aims to facilitate cross-regional connections for supervisors who are interested.

In order to ensure standards of training are met, MCCC administers an internal accreditation process for supervisors and practices relating to the completion of PD activities.

3.   Aims

The expected outcomes of attending a supervisor PD activity include:

3.1.   Update on MCCC as an organisation (e.g. policy changes, mission statement, forward projections, new forms, new guidelines, etc.).

3.2.   Update on changes in the training environment within governing bodies and stakeholders (e.g. AGPT, RACGP, ACRRM, etc.).

3.3.   The opportunity for effective two-way exchange of information between supervisors and MCCC staff.

3.4.   The opportunity for regional supervisors to:

3.4.1.   Network together;

a.   Intra-regionally

b.   Cross-regionally when possible

i.   Share ideas and resources;

ii.   Debriefing with each other regarding issues and problems.

3.5.   Educational advancement of skills and knowledge relevant to the role of supervisor and educator.

3.6.   An opportunity to liaise with, and give feedback to, the Supervisor Liaison Officer (SLO) and regional supervisor representatives.

4.   Communication

MCCC will advertise up-coming events via:-

4.1.   SuperCast (MCCC's podcast dedicated to our supervisors)

4.2.   Email to practice manager and supervisor

4.3.   MeL under the Supervisor tab for the relevant region

4.4.   Supervisor newsletter

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5. Professional development requirements

As per the Colleges' Training Standards, in order to maintain currency and accreditation as a supervisor and a training practice, supervisors must undertake continuing professional development.

To ensure competency of our supervisors, MCCC has developed a framework to support ongoing learning and ensure currency of educational skills.

MCCC supports this by requiring supervisors to undertake professional development as follows:

5.1.   Accreditation maintenance:

5.1.1.   Each supervisor is mandated to complete 4 Mandatory Educational Modules over an 18 month cycle, to ensure accreditation is up to date at the transfer of responsibility for the training program to the colleges (end of 2022). These modules include the following topics:

a.   Benchmarking

b.   Case Discussion

c.   Feedback

d.   Reflective Practice

5.1.2.   These modules will be reviewed every 6 months to reflect your feedback and to ensure currency and the relevance of the approach to learning.

5.2.   Core Supervisor program

5.2.1.   In addition, each practice must ensure that one of their supervisors attends a minimum of one MCCC facilitated core educational activity (regional/ virtual cross-regional supervisor workshop/small group meeting, as described below) each 12 months. Some flexibility may be permitted on a case by case basis for small and solo practices if these requirements impose unreasonable pressures on the supervisor and the practice.

5.2.2.   Regional programs will be developed to address the needs of each supervisor cohort. The content will be designed to support supervisors to both acquire and maintain the necessary skills to ensure that they maintain their competencies as outlined in MCCC Supervisor Competency document (ED 032). A variety of formats for the educational program have been developed to extend our reach to all supervisors who interact with our registrars.

5.2.3.   A cross-regional virtual conference may occur on an annual basis. This will promote cross-regional networking and utilise the wealth of educational expertise from across MCCC footprint. External keynote speakers, presenters and facilitators may also be involved.

5.2.4.   Completion of MCCC educational events will be eligible for College CPD points, via quick log/manual up-load. MCCC will provide a certificate of attendance for MCCC hosted events

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5.3. Elective Extension program

5.3.1. For those supervisors wishing to/directed to undertake further professional development, these are some opportunities that are available:

5.3.2. MCCC

a. Masterclasses to enhance teaching skills

b. Journal club

c. Video club

d. rECTV with review

e. Peer support/mentoring program

f. Secondary supervisor engagement program

g. Selection interviewer

h. Small group supervisor activities

i. GP research

5.3.3. External Provider

a. College (ACRRM and/or RACGP) examiner

b. University training courses for Medical student teaching

c. Academic qualifications for Medical Education

d. GPSA webinars

e. Relevant conferences (e.g. GPTEC, AMEE)

6.   Remuneration for Supervisor PD

MCCC will:

Remunerate supervisors attending face-to-face/on-line professional development activities for their time and, when relevant, kilometres travelled to and from the event when the distance is greater than 160km return, provided no other travel restrictions apply. (as per MCCC travel policy)

6.1. Provide accommodation for face-to-face professional development supervisor activities where the supervisor resides more than 90 minutes from the venue (excluding small group local evening meetings for which no accommodation subsidy will be available). There will be a limited budget available for accommodation per event.

Access to remuneration:

6.2. Each practice will be funded to send one supervisor (plus additional supervisors on a pro-rata basis according to Practice Registrar FTE numbers / individual need) to MCCC facilitated Supervisor PD events.

6.3. There will be a budgetary cap per supervisor per year. Once the cap has been reached there may be further opportunities for funded attendance dependent on finances. It may be possible for Supervisors to self-fund attendance if there is capacity at the workshop.

6.4. Supervisors will be paid for completion of the mandatory modules

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6.5.   Funds available for supporting supervisor PD may vary subject to yearly budgeting

6.6.   MCCC medical educators with a dual role as a Supervisor will

    6.6.1.   Be paid as a medical educator for attendance if they are substantially involved in educational delivery

    6.6.2.   Will receive a Certificate of Attendance

    6.6.3.   Attendance will count as Supervisor Professional Development whether they are delivering education or attending as a Supervisor

7.   Internal MCCC accreditation process

MCCC facilitated activities - MCCC staff will be responsible for collecting supervisor attendance details at face-to-face/on-line supervisor workshops/activities and small group meetings and will provide that information to the regional Education and Program Support Officers (EPSO) to record participation.

The regional MCCC EPSO will provide practices with an annual PD activity statements to ensure supervisors are aware of their requirements for accreditation.

8.   Outcome

Failure to meet Supervisor and Practice PD requirements may affect on-going training practice accreditation.

9.   Supervisor in difficulty

When a Supervisor has been identified as "in difficulty" they may be directed to undertake further professional development activities as deemed appropriate.

Funding to support these activities will vary according to the nature of the interventions required.

10.   Related documents

ED 029 Management of Training Posts with Identified Issues

ED 016 Practice and Supervisor Monitoring and Support Procedures

ED 032 MCCC Supervisor Competency document

EDF 025b Supervisor Professional Development Claim Form

11.   Document History

Version	Summary of changes
1.0	First version
2.0	Second version
3.0	Third version

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