



<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
<b>Responsible Officer</b>	Medical Director

**Purpose & Scope**

This document provides guidance regarding the development of individual Health Service 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 doctor roster(s) ensuring appropriate supervision and working hours

*Orientation*

Supporting unit orientation, including:

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

*Supervision*

- Directly supervises and oversees the supervision of others (e.g. registrars) to unit prevocational doctors



*Performance Assessment*

- Provide regular informal feedback to prevocational doctors
- Complete mid and end of term prevocational doctor performance appraisal and assessment (in conjunction with other unit medical staff) and discuss with the prevocational doctor
- Identify the poorly performing doctor/doctor in difficulty and refer/manage with support

*Support & Evaluation*

- Provide general advice and support to unit prevocational doctors
- Regularly review prevocational doctor's feedback of their term experiences, and use feedback to improve term experiences for junior doctors

**References**

- Institute of Medical Education and Training, *The DEPT Guide: A Handbook for Directors of Prevocational Education and Training*, 2009
- Clinical Education and Training Institute, *The Superguide – a handbook for supervising doctors in training*, November 2010