

Clinical supervision plan for remote ADF deployments

Introduction

Ensuring quality care and safety for your registrar's patients is primarily the responsibility of the supervisor. You are also responsible for the registrar's safety as they consult. The RACGP vocational training standards require the level of registrar supervision to be matched to the registrar's level of competence.

The clinical supervision plan provides a framework to plan how supervision will be provided during the placement. It is based on the experience and needs of the registrar, the remote supervisor's availability and the context of the training site. The plan is developed and refined by the supervisor and registrar at the commencement of the placement.

In the context of the remotely supervised registrar, the plan should also be complimented with the completion of the Remote supervision risk management plan. (attached as appendix)

The supervisor is responsible for providing clinical and educational support to the registrar as well as assessing clinical safety and competence. The supervisor is also responsible for coordinating on site clinical support for the registrar, reviewing and discussing the registrar's learning plan, and providing strategies to enhance learning. The remote supervisor will -

- ensure they are available for ad hoc clinical advice whenever the registrar is working, or organise another appropriate GP to be available, communicating this arrangement with the registrar and onsite team.
- determine a preferred method of communication with the registrar, depending on the circumstance and purpose.
- ensure equipment to support remote supervision is provided by the training site and includes a suitable computer, webcam, satellite phone as appropriate.
- ensure there are clear guidelines in place for management of significant issues and emergencies so that the registrar is supported to escalate appropriately.
- provide feedback and support to the registrar and enable opportunities for case discussions and debriefing.

Reviewing the clinical supervision plan

It is important to regularly review the clinical supervision plan. It will likely need to change as your registrar progresses through the placement. It is also important that you periodically audit a sample of the registrar's records (if available) or conduct case reviews to detect if a registrar is failing to call you when they should. This can occur for several reasons including:

- a registrar embarrassed to reveal what they do not know
- a registrar feeling interrupting you would be unwelcome or a major inconvenience
- a registrar perceiving that the supervisor does not have the required expertise
- a registrar not recognising when they need help. The so-called 'unknown unknowns' we all have.

The most useful strategy for auditing registrar consultations is Random Case Analysis (RCA). RCA involves reviewing with the registrar a sample of recent records and is usually conducted during a scheduled teaching session. Alternative options to RCA include reviewing the notes and only discussing those of concern with your registrar, conducting a review of specialist referrals, or an 'inbox audit' of pathology and imaging results. All these strategies may detect circumstances where a registrar failed to seek help from their supervisor.

Clinical supervision plan

A supervisor should complete this document with their registrar during orientation at the commencement of the placement or discuss at a planning briefing prior to deployment. The plan can be reviewed and revised during the placement.

Registrar name

ADF deployment placement name (eg. HMAS xxx)

Date of plan

Designated supervisor name

On site clinical support eg. Non-accredited medical support, medic, paramedic, nursing support

Name	Role

Plan for orientation

Plan dates / times in the initial week of placement to discuss the clinical supervision plan, the site and establish meeting times.

How to contact the supervisor

Discuss how the registrar should contact the supervisor. Do contact details vary at different times of the day?

When to contact the supervisor

Discuss when the registrar should contact the supervisor. Are there particular circumstances or clinical conditions the supervisor should be contacted?

Weekly remote supervision

How will the remote supervision be provided? Plan and schedule meeting times and any requirements e.g. problem case analysis, review of learning plan, reflection.

Onsite team

Discuss availability of onsite clinical supports and their role in relation to the registrar’s placement.

Supervisor leave cover

Plan for when the designated supervisor is on leave or is unavailable.

Emergencies and escalation

How will the registrar access support in an emergency?

Sign off

Designated supervisor signature

Designated supervisor name

Date

Registrar signature

Registrar name

Date

Remote supervisor risk management plan

A supervisor should complete this document with their registrar during orientation at the commencement of the placement or discuss at The remote supervisor will complete the risk management plan during the orientation period, discuss with the registrar and update it periodically throughout the placement. Patient safety should be considered in all of these categories. Please refer to [Remote-supervision-risk-management-examples.pdf](#)

Risk Category	Risks	Potential consequences	Management strategies
Registrar safety and wellbeing			
Supervisor and registrar relationship			
Training			
Environment and training site			