

POSITION DESCRIPTION:

TERM SUPERVISOR

KEY RELATIONSHIPS

- Prevocational trainees
- Clinical staff in the department
- Director of Prevocational Education and Training (DPET)
- JMO Managers
- Chair of the General Clinical Training Committee (GCTC).

KEY ACCOUNTABILITIES

Patient safety

- Employs strategies to ensure the safety of care, including combinations of graded supervision, training and personal support for the prevocational trainees assigned to the term.

Trainee welfare

- Coordinates trainee activities across the term.
- Determines the level and proximity of supervision required for each prevocational trainee in each work situation.
- Ensure that the systems of work and training minimise risks and supports the safety of prevocational trainees.
- Discusses issues such as grievances and career guidance with prevocational trainees.
- Encourages prevocational trainees to develop progressively increasing independence.

Education and training

- Prepares and reviews the term description in consultation with other Attending Medical Officers (AMO) in the team, the DPET, Junior Medical Officer Management and prevocational trainees. The term description describes the responsibilities and accountabilities of the prevocational trainee, specifies the skills required by the prevocational trainee to function safely and defines the specific knowledge and skills to be gained or enhanced during the term.
- Discusses training goals and expectations with the trainee at the beginning of term and ensures that a clinical orientation to the term is provided.
- Develops and promotes a departmental educational program, supports attendance of prevocational trainees at facility based educational events and provides effective practice-based teaching.

NAME OF HOSPITAL

To be completed by employing hospital

RESPONSIBLE TO

Head of Department

MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

ROLE OF DPET IN ACHIEVING THE MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

The Term Supervisor is responsible for the welfare of prevocational trainees allocated to their team or unit. Their key roles are ensuring appropriate supervision for patient safety, providing training to meet the learning objectives of the term, monitoring trainee progress and assessing trainee performance.

- Monitors the progress of prevocational trainees and provides constructive feedback to guide their professional development.
- Encourages AMOs to provide teaching, supervision and constructive feedback to prevocational trainees.
- Provides formal documented assessment at mid-term and the end of term. These two formal assessments begin with the trainee's self-assessment and are developed in consultation with AMOs, registrars, nurses and other clinical staff. Assessment includes planning and documenting actions to improve trainee performance.
- Intervenes when necessary to correct gaps or weaknesses in the knowledge or skills of prevocational trainees.
- Supervises the personal and professional welfare of prevocational trainees, particularly those experiencing difficulties.
- Informs the DPET if a prevocational trainee appears to be experiencing difficulty with work or the training program.

SKILLS, KNOWLEDGE, EXPERIENCE COMPETENCIES AND BEHAVIOURS

The Term Supervisor must be an AMO at the hospital with responsibility for providing patient care within the scope of the term.

Term Supervisors must have:

- an understanding of the concepts of adult education, performance monitoring and quality improvement, and
- excellent interpersonal skills.

PERFORMANCE EVALUATION

The performance of the Term Supervisor will be evaluated annually by the GCTC.

VERIFICATION

This section verifies that the Term Supervisor and Head of Department have read the above position description and are satisfied that it accurately describes the position.

Term Supervisor

Signature _____ Date _____

Head of Department

Signature _____ Date _____