



ISSUE	Assessment model
SUBJECT	AMC Supervision Guidelines and Template for Supervision Reports for International Medical Graduates (IMGs) in Australian Hospital, Community and General Practice Positions.
DATE	February 2008

BACKGROUND

Under the COAG IMG Assessment model, International Medical Graduates (IMGs) are required to undergo a period of structured supervision within the Australian healthcare setting.

PURPOSE

The purpose of IMG supervision is to monitor and support the IMG throughout the introductory period of working within the Australian healthcare setting. The supervision period introduces and sets in place a culture of continuous learning and professional development, which are fundamental to medical practice in the Australian healthcare system.

Performance review and feedback are an integral component of continuous learning throughout a doctor's career, and feedback should encompass the IMGs strengths, areas that need to be improved and strategies which the doctor can employ to improve performance.

The level and frequency of supervision will be part of the conditions of registration granted to IMGs to work under conditional registration in the health system. Each IMG will be allocated a principal supervisor and may have one or more co-supervisors, when necessary, for their period of conditional registration. All of the supervisors will meet the criteria of the registration body for supervision of IMGs and will be willing and able to provide supervision for the period of conditional registration.

The principal supervisor is responsible, at the completion of the period of conditional registration, for providing an opinion on the suitability of the IMG for general registration.

It is suggested that uniform supervision reporting documents and framework should be used for all supervisees in the same category, for example both IMGs and local graduates in JHMO positions. This will negate the need for extra training for supervision of IMGs and should improve supervision for all doctors in supervised positions

PRINCIPLES OF SUPERVISION FOR IMGs

Supervisors

- There will be a principal supervisor who oversees the supervision process and works with co-supervisors, when necessary, to collate information about the IMG
- All supervisors will agree to be supervisors and all will meet the registration body's criteria for supervisors
- It is expected that the supervisor will directly observe a significant amount of the IMG's performance
- When the principal supervisor is absent for a considerable time (>2 months) then an appropriate co-supervisor will be appointed to be the principal supervisor in the principal supervisor's absence

- Supervisors will be indemnified for providing reports about IMGs
- Supervisors will understand and comply with the reporting requirements
- Supervisors duties of supervision should occur in paid time

Supervisor Training

- Supervisors should participate in agreed supervisor training, or provide evidence of appropriate recent training (for example, College)
- The training will include information on grading applicants to level of position and understanding of terms used in reports for example “expected level”, “consistently demonstrates”
- Supervisors must understand that the level expected of an IMG being assessed for general registration via the Competent Authority Pathway is that of a doctor who has successfully completed PGY1.
- Supervisors need to understand the position description of IMG and the expectations of the position including: clinical load, special features, out of hours work
- Supervisors will develop an understanding of the expectations of IMG in relation to this position and of the IMG’s prior skills and capabilities

Supervision Organisation

- The Supervisor will arrange that the IMG meets a supervisor at the frequency specified in the registration document
- When any of the supervisors become aware of any concerns about the IMG’s work or other areas they will address these as soon as they are able
- If the concerns require reporting to the employing authority or the registering authority the supervisor will report these concerns in an appropriate format immediately

Provision of Regular Reports to Authority

- Reporting frequency will be as specified in the registration document
- Reports will be provided in required format:
 - Will be matched to position descriptions
 - Should be matched to appropriate framework, for example ACFJD for JHMOs, GP reporting frameworks for GPs and other College frameworks for Specialists
 - Should be the same as those used for non IMG trainees
 - Must include the Position or Rotation of the trainee and the rotation within the year (if applicable) for example PGY3 Psychiatry, 1st rotation
 - Must include the usual grade or year of doctor who fills this position, for example PGY 2, First GP rotation etc
 - Must include period of appointment, and period of supervision being reported (if less)

Template for Reports, Criteria should include

- Clinical Management;
 - History Taking, Examination, Investigation, Management
 - Care planning, decision making, referral/consultation
 - Clinical Judgement
 - Emergencies, recognition & management
 - Discharge planning (where relevant)
 - Procedural skills
- Communication
 - With patients (issues of interpreter usage)
 - With families/relatives (cultural and privacy issues)
 - Within clinical team
 - To other medical practitioners; including Specialists and GPs (handover, discharge and transfers)
 - Documentation of patient care
- Professionalism
 - Compassion and sensitivity for patients; culture, ethnicity & spiritual issues
 - Punctuality, reliability, prioritisation
 - Requesting assistance
 - Respecting senior staff and colleagues
 - Personal health management
 - Teaching
 - Understanding of Australian Health System
- Patient Safety
 - Drug prescribing, medication safety
 - Infection control principles
 - Adverse event recognition & reporting

Report Structure

The supervised practitioner's performance is consistently:				
N/A Not observed	Below the expected level	Borderline	At the expected level	Above the expected level

- Reports must include double response spaces; for supervisee to self report and supervisor to report on each criterion
- Reports must include space for supervisor to document the other persons who have provided information
- Reports must include sufficient space for strengths of supervisee and areas for improvement, and documentation of plans for improvement with specifics, including dates
- Reports must be signed off by IMG and supervisor

TEMPLATE for SUPERVISION REPORTS for INTERNATIONAL MEDICAL GRADUATES (IMGs) in AUSTRALIAN HOSPITAL, COMMUNITY AND GENERAL PRACTICE POSITIONS

Name of IMG being supervised:

Period of review:

Position held:

Rotation number in year (if applicable):

Usual level of Practitioner in this position:

Hospital/Practice/Unit:

Principal Supervisor:

INSTRUCTIONS

For the International Medical Graduate (IMG)

- This review form is to be completed by you first. This enables you to identify your strengths and any areas where you feel further improvement is necessary.
- Using the criteria on page 2 complete the form by ticking the box which best describes your performance for each statement
- Once you have completed the form, give it to your Supervisor to complete.

For the Supervisor

- Consult the appraisal criteria and tick the appropriate "Supervisor box" which best describes the performance of this doctor. The template should be completed against the standard expected at the level at which the practitioner is working. However, **if you are also making a recommendation on a doctor's suitability for the AMC Certificate leading to general registration from the relevant medical board via the Competent Authority pathway, in making this recommendation you must use the standard expected of a doctor who has successfully completed PGY1.** You should explain any disparity between the report and your recommendation
- It is expected that the supervisor will have directly observed a substantial amount of the IMG's performance in the ward/unit/position
- You may wish to seek input into the assessment from other clinical and administrative staff, who may be more familiar with some aspects of the IMG's performance
- Arrange a mutually agreeable time to meet with the IMG privately and discuss the review.
- Please complete the "Comments" section, if there are issues that need addressing, with the IMG.
- Both you and the IMG must sign the form at the end of the feedback session AND forward the form to the appropriate person in the relevant authority.
- If you have concerns about the IMG's performance these should be directed to the doctor's employer

CRITERIA		The supervised practitioner's performance is:				
		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
Clinical Management						
Documents a comprehensive patient history, (including obtaining information from other sources when appropriate)	IMG					
	Supervisor					
Conducts and documents an appropriate patient examination.	IMG					
	Supervisor					
Defines clinical problems appropriately	IMG					
	Supervisor					
Develops an appropriate care management plan and effectively coordinate patient care, including referral and follow-up.	IMG					
	Supervisor					
Requests, follows up and interprets appropriate investigations and revises management plan as necessary.	IMG					
	Supervisor					
Recognises and manages emergencies that occur in patient management	IMG					
	Supervisor					
Plans for discharge of patient (where relevant) including documenting discharge summary	IMG					
	Supervisor					
Demonstrates and improves procedural skills relevant and appropriate to rotation.	IMG					
	Supervisor					
Demonstrates and improves preventative skills relevant and appropriate to rotation.	IMG					
	Supervisor					
Communication						
Communicates effectively (respectfully and with the ability to listen) with patients and their families, including the use of interpreters where necessary	IMG					
	Supervisor					
Communicates effectively with other members of the health care team	IMG					
	Supervisor					
Communicates effectively (clearly and concisely) with professional colleagues including general practitioners; for handover, referral and transfer of patients	IMG					
	Supervisor					
Clearly documents all patient care	IMG					
	Supervisor					

CRITERIA		The supervised practitioner's performance is:				
		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
Professionalism						
Shows compassion for patients and sensitivity to their culture, ethnicity and spiritual issues	IMG					
	Supervisor					
Demonstrates punctuality, effective time management and ability to prioritise work	IMG					
	Supervisor					
Able to recognise limitations in his/her practice and request assistance when necessary	IMG					
	Supervisor					
Demonstrates respect for all colleagues.	IMG					
	Supervisor					
Follows reasonable directions of more senior colleagues	IMG					
	Supervisor					
Able to manage own health appropriately	IMG					
	Supervisor					
Demonstrates understanding of Australian Health Systems	IMG					
	Supervisor					
Accepts responsibility to teach (where appropriate)	IMG					
	Supervisor					
Safe Practice						
Demonstrates knowledge of common therapeutic agents, uses, dosages, adverse effects and potential drug interactions and ability to prescribe safely	IMG					
	Supervisor					
Demonstrates knowledge of infection control principles and complies with them in patient care	IMG					
	Supervisor					
Recognises and correctly reports adverse incidents	IMG					
	Supervisor					

Other members of Unit/Team/Practice who have provided information to supervisor

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