



# Medical Council of Tasmania

**SUPERVISION REPORT  
for INTERNATIONAL MEDICAL GRADUATES (IMGs) in  
TASMANIAN HOSPITAL, COMMUNITY  
AND GENERAL PRACTICE POSITIONS  
FOR THE PURPOSES OF  
ONGOING REGISTRATION**

<b>Name of the IMG being supervised</b>	
<b>IMG registration number</b>	
<b>Period of review (supervision)</b>	
<b>Position held</b>	
<b>Period of appointment</b>	
<b>Rotation number in year (if applicable)</b>	
<b>Usual level of Practitioner in this position</b>	
<b>Hospital/Practice/Unit</b>	
<b>Principal Supervisor (please include Position Title and registration number)</b>	
<b>Co-supervisor (please include Position Title and registration number)</b>	

A supervision report must be provided to the Medical Council:

- 1 month from the date of the IMG's commencement
- 3 months from the date of the IMG's commencement
- Annually
- On registration renewal
- On request of the Medical Council

The report must be completed by the nominated principal supervisor approved by the Medical Council.

## INSTRUCTIONS

### For the 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 of this supervision report 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.

(Revised and effective from 17 July 2008)

### For the Supervisor

- Consult the appraisal criteria on page 2 of this supervision report and tick the appropriate "Supervisor box" which best describes the performance of this doctor. The report 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 Medical Council of Tasmania, 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 IMGs 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 Registrar at the Medical Council of Tasmania at the address shown below
- You must forward the original form to: The Registrar  
Medical Council of Tasmania,  
PO Box 8  
SOUTH HOBART TASMANIA 7004.

**Please do not alter this form in any way or it will not be accepted.**

CRITERIA		The supervised practitioner's performance is:				
		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
<b>Clinical Management</b>						
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					
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					
<b>Communication</b>						
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					

(Revised and effective from 17 July 2008)

CRITERIA		The supervised practitioner's performance is:				
		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
<b>Communication</b> continued						
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					
<b>Professionalism</b>						
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					
Shows or demonstrates commitment to life-long learning	IMG					
	Supervisor					
Shows or demonstrates an understanding of indigenous and cultural issues	IMG					
	Supervisor					

(Revised and effective from 17 July 2008)

CRITERIA		The supervised practitioner's performance is:				
		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
<b>Safe Practice</b>						
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					
Demonstrates knowledge of blood product prescription and management principles and complies with them in patient care	IMG					
	Supervisor					
Demonstrates a risk management approach to adverse incident reports	IMG					
	Supervisor					
Recognises and correctly reports adverse incidents	IMG					
	Supervisor					

Areas for improvement

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Evaluation of Overall Performance

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What contact was the assessment based on?

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

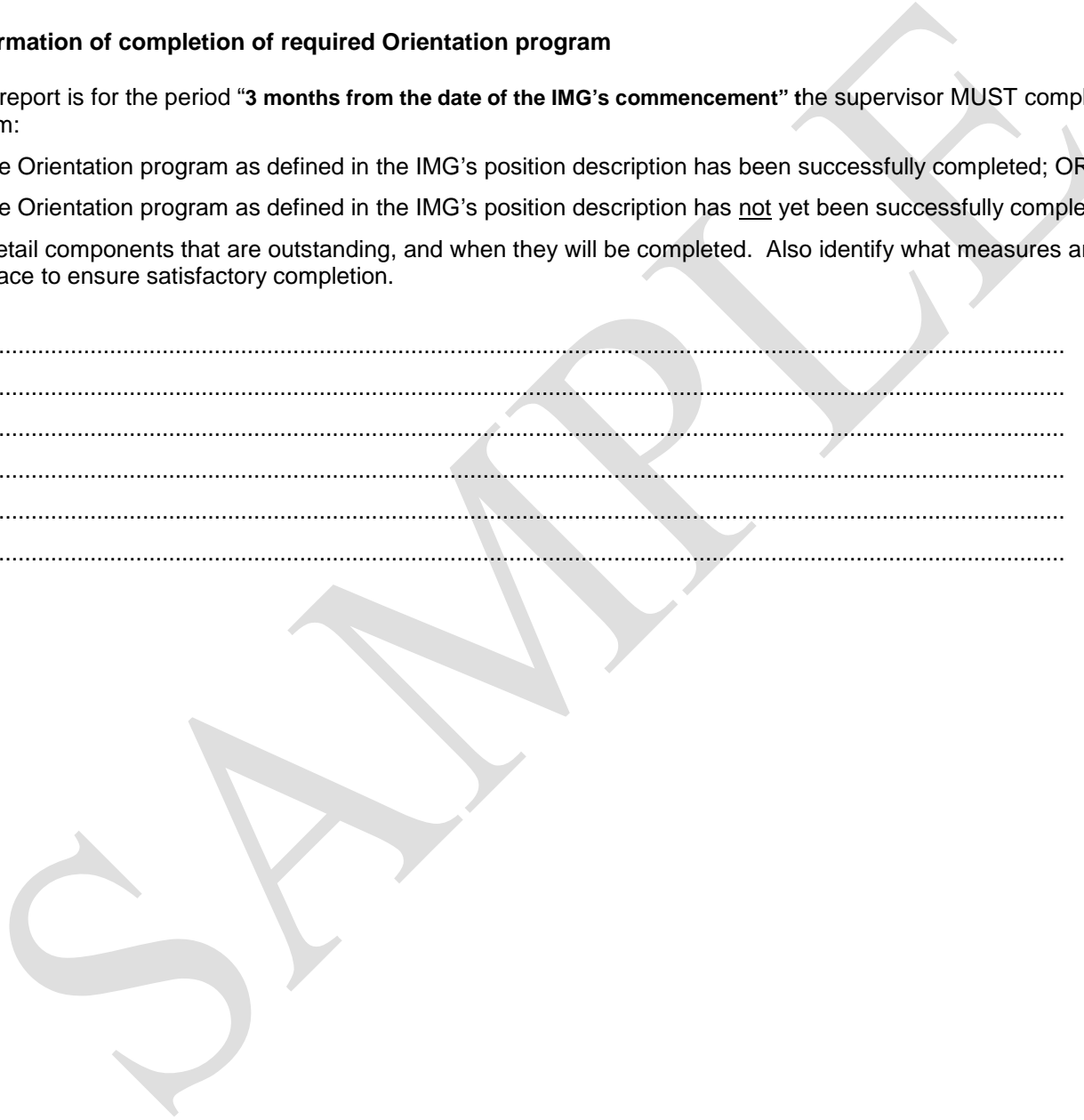
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**Confirmation of completion of required Orientation program**

If this report is for the period “3 months from the date of the IMG’s commencement” the supervisor MUST complete to confirm:

- the Orientation program as defined in the IMG’s position description has been successfully completed; OR
- the Orientation program as defined in the IMG’s position description has not yet been successfully completed.  
Detail components that are outstanding, and when they will be completed. Also identify what measures are in place to ensure satisfactory completion.

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**Signatures [Both IMG and Supervisor(s) must sign]**

IMG	DATE
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Suitable for ongoing employment	Yes
	No
PRINCIPAL SUPERVISOR	DATE
CO-SUPERVISOR (IF APPLICABLE)	DATE

**End of Year/Registration Period Recommendations:  
(To be completed by the Principal Supervisor)**

**[To be determined by the Medical Council of Tasmania]**

Suitable for Ongoing Registration	Yes (Unconditional)
	No
Requires further Assessment (If yes, please provide an explanation)	Yes
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.....	
	No
PRINCIPAL SUPERVISOR	DATE