

Appendix 2: Supervision Policy for Interns in Accredited Facilities

Context

The South Australian Institute of Medical Education and Training (SA IMET) recognises that appropriate supervision is critical to the training and development of all Interns and other postgraduate Trainees. Supervision of Interns in particular is necessary to ensure the safety of the patients of these practitioners, as well as of the practitioners themselves.

Scope

This Policy relates to all Facilities providing Intern Education and Training allocated to accredited terms. These Facilities may have Primary or Secondary Allocation Status. The Supervision Policy statements are applicable to:

1. All periods of duty, including regular day, evening, night and weekend shifts, and
2. All terms, including compulsory terms of medicine, surgery or emergency medicine, non-compulsory terms and relieving terms

Policy Statements

1. Interns must be supervised at all times regardless of which shift they are working or the location of their workplace. This supervision must ensure a safe clinical environment for patients and a safe learning environment for the Intern. Levels of supervision are defined as:
 - a. Level 1 Supervision – the Supervisor is physically present with the Intern in the performance of the Intern's duties
 - b. Level 2 Supervision – the Supervisor is not physically present with the Intern, but is immediately available on site if required by the Intern without impediment to access
2. The Facility Manager is responsible for ensuring that the appropriate level of supervision is provided
3. For interns, both level 1 and 2 supervision must be provided by a supervisor at PGY3 level or above.
4. Term Supervisors must ensure that supervision of Interns:
 - a. is adequate at all times, to ensure safe patient care, and
 - b. provides a safe learning environment for the Intern, and
 - c. meets the above Criteria for Level 1 or Level 2 supervisionTerm Supervisors should be aware of the skills and experience and workloads of all Supervisors within their teams
5. If the Supervisor is not present on site, supervision may be delegated by the Supervisor to another suitably experienced practitioner on site.
6. The Facility Manager is responsible for ensuring that there is continuity of responsibility for supervision during periods of Supervisor leave
7. DCTs must ensure that Supervisors are aware of their responsibility to determine the appropriate proximity of supervision, by considering the clinical situation, and the knowledge and experience of the Intern

Definitions

Facility Manager – The Facility Manager is the person employed to accept ultimate responsibility for administration of all staff at the Facility. In SA Health this will usually be the District Manager or CEO. Non-SA Health Facilities need to indicate the Facility Manager at the time of application for Accreditation.

Intern – A doctor registered by the MBSA as a general registrant with Internship conditions.

Registrar – A Registrar is a doctor who has been accepted into an accredited specialist training program in a clinical specialty with a nominated college

Supervisor – A medical practitioner who is responsible for ensuring that the Intern is performing his or her duties safely and effectively, and for providing feedback and training in the course of the work of the Intern. Given the complexity of the tasks performed by Interns, supervision should be provided by a medical practitioner with unrestricted general registration with the Medical Board of South Australian (MBSA) and at least three years postgraduate clinical experience. Appropriate Senior Medical Staff opinion must always be available.

Supervision – Direct and indirect monitoring of Interns by more senior medical staff, which should ensure patients are safe and cared for, and that students, Interns and Trainees acquire appropriate skills and attitudes in their professional development. In the context of Intern training, supervision also refers to the provision of training and feedback, to assist Interns to meet the training requirements to satisfy registration by MBSA.

Levels of Supervision – The following levels of supervision have been defined to provide clarity of proximity of Supervisor to the Intern:

- Level 1 (Direct) Supervision – Direct Supervision is where the Supervisor is physically present with the Intern in the performance of his or her duties
- Level 2 (In-Facility) Supervision – In-Facility Supervision is where the Supervisor is not physically present with the Intern, but is immediately available on site if required by the Intern, without impediment to access. The Supervisor must be aware of the duties being performed by the Intern
- Unsupervised – Unsupervised is where the Intern is unable to access appropriately qualified assistance or observation which is likely to lead to harm to a patient or the Intern

Term or Unit Supervisor – a Senior Medical Officer, Consultant, or General Practitioner who is responsible for ensuring appropriate supervision throughout the term.

Term (Compulsory) – A compulsory term is one which must be completed within the Intern year as prescribed by the MBSA. There are three compulsory terms which are Medicine, Surgery and Emergency.

Term (Non-Compulsory) – A non-compulsory term is an accredited Intern placement of at least five weeks duration in a clinical area deemed appropriate.