



MEDICAL BOARD OF WESTERN AUSTRALIA

SUPERVISION GUIDELINES
for INTERNATIONAL MEDICAL GRADUATES (IMGs)
REGISTERED in
WESTERN AUSTRALIAN
HOSPITAL, COMMUNITY AND GENERAL PRACTICE POSITIONS

BACKGROUND

International Medical Graduates (IMGs) are required to undergo a period of structured supervision within the Western 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 integral to supervision. Feedback should describe the strengths of the IMG, areas that need development, and strategies that the IMG might employ to improve performance.

The level and frequency of supervision will be part of the conditions of registration granted to IMGs to work in the healthcare system. During the period of conditional registration, each IMG will be allocated a principal supervisor and possibly one or more co-supervisors.

At the completion of the period of conditional registration, from the report provided by the supervisor, the Board will determine whether the IMG is suitable for ongoing registration or will require further assessment.

PRINCIPLES OF SUPERVISION

Supervisors

- A principal supervisor is appointed to oversee the supervision process and be responsible for reporting to the medical board
- Co-supervisors may be appointed where necessary; if 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
- All supervisors are to be involved in collating information about the IMG, and will understand and comply with the reporting requirements
- All supervisors are to meet the criteria prescribed by the medical board for supervision of IMGs
- All supervisors appointed must signify their agreement to provide supervision for the period of conditional registration
- All supervisors are to make enquiries in respect of indemnity from their medical defence organisation/insurer in the event of claims arising from the provision of their opinion/supervision.

Supervisor Training

- Supervisors are to participate in agreed supervisor training, or provide evidence of appropriate recent training, for example, training provided by the Supervisor's medical college
- Supervisor training is to address the grading of IMGs according to the position to which they are appointed and the understanding of terms used in reports, for example, 'expected level', 'consistently demonstrates'
- Supervisor training is to address the expectations of the position description, including clinical load, special features and out-of-hours work
- Supervisor training is to address the performance expected of the IMG, in relation to the level of appointment and prior skills and experiences

Supervision Organisation

- The principal supervisor is to arrange that the IMG meets a supervisor at the frequency specified in the position description (or other relevant document)
- Supervisors are to address any concerns about the IMG as soon as they are able; and these concerns are to be reported to the principal Supervisor
- Where required, the employing authority, and/or medical board are to be informed of concerns about the IMG, in an appropriate format and without delay

REPORTING

Provision of Regular Reports to the Medical Board

- Reporting frequency will be as specified in the registration document
- Reports are to be provided in the following format:
 - Matched to position descriptions
 - Matched to appropriate framework, for example, GP reporting frameworks for GPs, and College frameworks for specialists
 - Ideally, aligned with reporting formats used for non-IMG trainees
 - Must include the position or rotation of the IMG and the rotation within the year (if applicable), for example, PGY3 Psychiatry, 1st rotation
 - Must include the usual grade or year of a non-IMG trainee who fills this position, for example, PGY 2, 1st GP rotation
 - Must include period of appointment, and period of supervision being reported

Criteria for reporting

- Clinical Management;
 - History taking, examination, investigation management
 - Care planning, decision making, referral/consultation
 - Clinical judgement
 - Emergencies, recognition and management
 - Discharge planning (where relevant)
 - Procedural skills
- Communication
 - With patients (issues of interpreter use)
 - With families/relatives (cultural and privacy issues)
 - Within clinical team
 - With other medical practitioners, including specialists and GPs (handover, discharge and transfers)
 - Documentation of patient care

- Professionalism
 - Compassion and sensitivity for patients; culture, ethnicity and spiritual issues
 - Punctuality, reliability, prioritisation
 - Requesting assistance
 - Personal health management
 - Teaching

- Patient Safety
 - Drug prescribing, medication safety
 - Infection control principles
 - Blood products prescription and management
 - Adverse event recognition and reporting

Report Structure

- Reports are include double response spaces for IMG to self report and supervisor to report on each criterion
- Reports are to include space for supervisor to document the other persons who have provided information
- Reports are to include sufficient space for strengths of IMG and areas for improvement
- Reports are to include sufficient space for documentation of specific plans and timelines to achieve improvement
- Reports must be signed off by the IMG and principal Supervisor
- The following report structure has been endorsed by the Board:

Performs consistently well below expected level	Performs consistently below expected level	Performs consistently at expected level	Performs consistently above expected level	Not Assessed/ Not Applicable
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