



College of Intensive Care Medicine
 of Australia and New Zealand
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THE ROLE OF SUPERVISORS OF TRAINING IN INTENSIVE CARE MEDICINE

The Supervisor of Training is the College's representative on training in accredited units. The role is an important one, and the Supervisor must have a broad understanding of College affairs and relevant policy documents. The Supervisor provides liaison between trainees and both the hospital authorities (in respect of matters related to training) and the College of Intensive Care Medicine (CICM). The role of the Supervisor is recognized by the CICM to be crucial to the success of the CICM training program and takes considerable time and training to be undertaken effectively. Support from administration must be available to provide adequate time for trainee related supervision and assessments, and attendance at Supervisor's training workshops and other relevant training activities.

The primary role of the Supervisor is to provide *formative assessment* (feedback on performance) to the trainee. In order to do this, the Supervisor should have regular meetings with the trainee, and organise assessments based on general observation of the trainee's clinical practice. The frequency for such meetings should be determined by the Supervisor based on the trainee's requirements.

The Supervisor also has the responsibility to provide *summative assessment* (formal determination of competency). This involves completion of the stage specific in-training assessment form in conjunction with other relevant Specialists and formal feedback to the trainee at the end of each 6 month period of training.

The Supervisor will often also have a mentor role. This might involve discussion with the trainee regarding their future training and employment. It might also involve assisting the trainee to recognise and deal with personal problems including aspects of inadequate performance.

1. APPOINTMENT

- 1.1 The Supervisor of Training will be nominated by the Director of Intensive Care who will be responsible for notifying the Board of the recommendation via the Education Committee. The Supervisor will be ratified by the Board and both the Supervisor and Director will be advised of the appointment.
- 1.2 The appointee is required to be a Fellow of the College or possess an equivalent qualification acceptable to the Board.
- 1.3 It is a requirement that the Supervisor of Training be an intensive care specialist other than the Director of the Unit, and to have been appointed to a position as a specialist in Intensive Care for a minimum of three years.

- 1.4 The nomination of the Supervisor of Training by the Director of Intensive Care must be accompanied by:
 - 1.4.1 The curriculum vitae of the Fellow nominated.
 - 1.4.2 An explanation of reasons for nominating the Fellow, including particular attributes which make that individual suitable.
 - 1.4.3 If the nominated Fellow is less than 3 years post Fellowship, the Director should explain how support will be offered to help him/her. Co-appointment with a suitable experienced Fellow would generally be acceptable (but the experienced Intensivist should retain the role as SOT), or in the absence of a co-appointment, a 12 month handover from the immediate past Supervisor should be provided. The previous Supervisor should act as a mentor to the new Supervisor and arrange frequent meetings to provide guidance on assessments of trainees and to discuss any issues that arise. If the immediate past Supervisor is not available, an experienced Fellow may be considered suitable.
 - 1.4.4 It is expected that one Supervisor will be appointed for no more than 10 supervised trainees.
 - 1.4.5 An indication of support for the new Supervisor to attend a Supervisor's Workshop within one year of starting the role.
 - 1.4.6 An indication of the non-clinical time allowed for the Supervisor(s) to perform their role; the actual time required will vary according to the number of trainees, but should be at least 2 sessions per week for each Supervisor.
 - 1.4.7 A Supervisor of Training should be substantially present in the intensive care unit where they are supervising training. An appointment of no less than 0.5 FTE will be expected.
- 1.5 The Education Committee, when making a decision, will consider all information relevant to the suitability of the nominated Fellow for the role, including the number of years the Fellow has worked as a specialist in Intensive Care, and the Intensive Care Unit. The Committee is authorised to reject, postpone or to make appointment conditional.

2. DUTIES OF SUPERVISORS

2.1 Responsibilities to Trainees

- 2.1.1 To be familiar with the College's Regulations relating to Training and Examinations.
- 2.1.2 To advise potential and current trainees on their training, registration requirements, fee payments, examination dates and dates of closure for entries.
- 2.1.3 To be aware of dates and other matters relevant to appropriate courses and to ensure that trainees receive this information.
- 2.1.4 To monitor supervision, experience and fair allocation of duties for trainees and if necessary, to advocate for them and facilitate appropriate changes.
- 2.1.5 To liaise with the Director of the Department with respect to trainee duties, supervision, working hours and study time and release for approved courses and relevant training activities.
- 2.1.6 To ensure an adequate orientation program is available for trainees.
- 2.1.7 To ensure that there is a structured educational program for trainees both within the institution and as part of available external programs.

- 2.1.8 To provide advice, supervision and support for trainees planning, executing and presenting the Formal Project. The Supervisor also has a responsibility to critically review the final manuscript to ensure its suitability for submission. This responsibility may require the involvement of other suitable Specialists according to the nature of the Formal Project.
- 2.1.9 To advise and assist candidates regarding the Primary and Fellowship Examinations by providing or organising tutorials and trial examinations. After the Examination, to provide feedback from the Chairman of Examinations to the failed candidate and advise on future planning.
- 2.1.10 To undertake in-training assessments in accordance with Policy Document T-12 'In-Training Assessment of Trainees in Intensive Care Medicine'.
- 2.1.11 To undertake in-training assessments for trainees, who are working in Intensive Care on training programs other than the CICM program. Documentation may need to be on forms specific to that particular training program.
- 2.1.12 To assist in the identification and counselling of trainees with difficulties, and to initiate remedial action.

2.2 Responsibilities to the College

- 2.2.1 To establish and maintain liaison with other Supervisors of Training.
- 2.2.2 To refer any difficulties in respect of training or trainees to the Co-ordinator, Training and Examinations.
- 2.2.3 To ensure the Board is aware of any senior staffing or other changes in the unit likely to impact on training or supervision.
- 2.2.4 To attend relevant educational meetings (such as regional meetings, Workshops for Supervisors of Training, or attending the Fellowship exam as an observer) on a regular basis as recommended by the Board.

3. RESOURCES

The Supervisor of Training needs resources to be provided by the Intensive Care Unit to fulfil his or her responsibilities. Each Supervisor of Training should have:

- i. Access to private space for meeting with Trainees.
- ii. Access to appropriate administrative assistance.
- iii. Access to appropriate information technology.
- iv. Appropriate office equipment, including a secure cabinet to store trainee data.

These guidelines should be interpreted in conjunction with the following documents of the College of Intensive Care Medicine:

- IC-3 *Guidelines for Intensive Care Units seeking Accreditation for Training in Intensive Care Medicine*
- IC-4 *The Supervision of Vocational Trainees in Intensive Care Medicine*
- T-12 *Guidelines for the In-Training Assessment Report*

*Promulgated by FICANZCA: 1994
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