

Practice development stage supervisor agreement

Background

The Faculty of Pain Medicine (FPM) requires supervised training with the assistance of qualified supervisors. The faculty requires assessment decisions to be made transparently by the practice development stage supervisor.

All fellows who act in good faith and within faculty policies while carrying out faculty duties will be indemnified for those actions. In any perceived contentious matter there must be a complete written record of the action taken and the reasons for it. It is essential that there should be early discussion with the General Manager, FPM whenever there are potential difficulties that may involve legal action.

This document sets out the rights and obligations of the FPM practice development stage supervisor. It must be signed prior to the nominated trainee commencing the practice development stage (PDS) and the position is approved by the faculty assessor. The original document must be returned to the faculty and a copy retained by the practice development stage supervisor. The appointment is valid for the duration that the nominated trainee is completing the practice development stage. For each trainee supervised by the practice development stage supervisor a new agreement must be signed and returned to the faculty.

Declaration of Supervisor of Training Responsibilities

I understand the faculty's curriculum, training and assessment requirements and by-laws 3 and 4 and agree to advise my trainee according to these.

I am familiar with the assessment requirements for my trainee(s) and in particular I know how to conduct workplace-based progressive feedback forms and the importance of constructive feedback. I agree to act as a resource person for placement supervisors contributing to the formative assessment of trainees.

I understand the faculty's policies on remediation of under-performing trainees and the Trainee Performance Review (TPR) process.

I understand that I am eligible to attend FPM SoT workshops. The faculty will reimburse accommodation costs for one night to attend a maximum of one FPM SoT workshop per year.

I undertake to inform the General Manager, FPM if I become unable to discharge my supervisory disabilities for any reason.

I will abide by FPM and ANZCA's corporate policies including but not limited to:

- Academic integrity policy
- Conflict of interest policy
- Fraud and corruption control policy
- Intellectual property policy
- Policy on bullying, discrimination and harassment for fellows and trainees acting on behalf of the college or undertaking college functions
- Privacy policy
- Whistleblower policy

I undertake to act as PDS supervisor for the following trainee: _____

Signature:

Name:

Date: