

Placement 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 placement supervisor.

This document sets out rights and obligations of the FPM placement supervisor. It must be signed prior to the nominated trainee commencing the placement and approval of the position by the faculty assessor.

The original document must be returned to the faculty and a copy retained by the placement supervisor. The appointment is valid for the duration that the nominated trainee is completing the practice development stage (PDS). For each trainee supervised by the placement supervisor a new agreement must be signed and returned to the faculty.

Declaration of Supervisor of Training Responsibilities

I understand the faculty has training and assessment requirements which are governed by by-law 4 and agree to supervise my trainee according to these.

I agree to conduct FPM workplace-based progressive feedback forms and provide constructive feedback.

I understand the faculty has policies on remediation of under-performing trainees and undertake to liaise with the practice development stage supervisor if my trainee is under-performing. 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.

I undertake to maintain regular contact with the practice development stage supervisor and provide them with feedback regarding the trainee to assist in the trainee's assessments.

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 placement supervisor for the following trainee: _____

Signature: _____

Date: _____

Name: _____