



Radiation Oncology Clinical Supervisor Role Description

Preamble

The Royal Australian and New Zealand College of Radiologists (RANZCR) recognises that clinical and educational supervision of accredited trainees is a vital role in the successful training of future Radiation Oncologists (ROs). Training and supervision of individual trainees is undertaken by Directors of Training (DoTs) and Clinical Supervisors (CS).

Trainees will seek education opportunities to meet their learning needs and will request feedback from DoTs and CSs informally, during learning activities and whilst using work-based assessment tools. Trainees will action and respond to feedback suggestions to improve their performance. DoTs and CSs monitor performance and progression through the training program using the College's e-Portfolio System.

Primary Purpose of Position:

Clinical Supervision can be defined as the provision of guidance, monitoring and feedback on matters of personal, professional and educational development in the context of the trainee's care of patients.

A Clinical Supervisor (CS) is an RO who is actively involved with teaching, assessment and feedback of individual trainees working at an accredited training site. The physical proximity of the supervisor and the actual input/extent of interaction between the trainee and supervisor will vary according to the trainee's experience and the activities at hand.

Trainees will be allocated at least one named CS each term for continuity of teaching and learning and for oversight with College and departmental requirements. Terms within departments should be no less than 10 weeks and no more than six months, to ensure continuity of supervision and an adequate amount of time for a trainee's performance to be appropriately assessed.

Qualifications and Skills:

A Clinical Supervisor must:

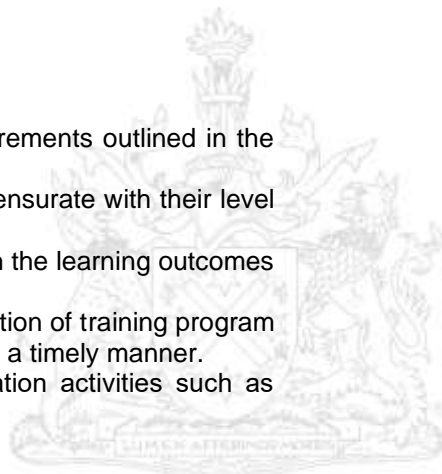
- Be a Fellow of RANZCR or an Education Affiliate
- Within the first six months of appointment, complete Clinical Supervisor training sessions including:
 - Overview of the RO Training Program
 - Work-based Assessments
 - e-Portfolio and Clinical Supervisor Role
- Complete Clinical Supervisor upskilling sessions as required.

It is preferable that named Clinical Supervisors have:

- A keen interest in education and training
- Experience teaching in RO.

Responsibilities

1. Be familiar with the RO Learning Outcomes and training requirements outlined in the RO Training Program Handbook.
2. Ensure on-site clinical supervision of trainees, at a level commensurate with their level of knowledge and skills, and experience.
3. Provide instruction and education to trainees in accordance with the learning outcomes of the training program.
4. Actively engage with trainees to assist and support their completion of training program requirements, including by contributing to trainees' e-Portfolio in a timely manner.
5. Facilitate the trainee's attendance at network and site education activities such as tutorials, workshops and courses.



6. Encourage trainees to attend relevant in-hospital education teaching and learning activities such as, consultant-led ward rounds multidisciplinary case conference, morbidity and mortality audits, journal clubs etc.
7. Complete work-based assessment and engage in feedback conversations with trainees regularly.
8. Conduct Clinical Supervisor Appraisals with trainees every three months, providing feedback on what the trainee is doing well and guiding trainees on areas requiring improvement.
9. Identify trainees who may be experiencing difficulty and investigate possible causes.
10. Promptly inform and counsel the trainee about perceived unsatisfactory performance, and if the trainee's performance fails to improve following this counsel, discuss concerns with the DoT.
11. Participate in action plan or remediation plan meetings, as required, and support trainees to achieve goals therein.

Appointment and Tenure:

- Clinical Supervisors shall be nominated by the DoT and approved by the ROETC.
- Clinical Supervisors are appointed for 5 years.
- A Clinical Supervisor can hold other College positions i.e. DoT, Training Network Director (TND), etc
- Continuing tenure will be at the discretion of the DoT and ROETC following appropriate evaluation.
- The DoT will be responsible for confirming the continued appointment of Clinical Supervisors, or otherwise, to the ROETC.
- Each department must have enough Clinical Supervisors to ensure trainees always have full access to supervision with an FTE Clinical Supervisor to trainee ratio of at least 1:1
- The ROETC can review withdraw the tenure of a CS at any time.

Approved by the ROETC 29 October 2021 and ratified by the FRO Council 26 November 2021