



**SUPERVISION REPORT**  
**INTERNATIONAL MEDICAL GRADUATES (IMGs)**  
**NORTHERN TERRITORY HOSPITAL, COMMUNITY AND GENERAL PRACTICE**  
**POSITIONS**

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**PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE FORM**

A Supervision Report **must be** provided to the Board:

- Every six months, or as specified by the Board;
- On renewal of registration;
- On change of nominated supervisor;
- On transfer to another area of need position;
- At any other interval stipulated by the Medical Board;
- On cessation of practice including resignation or termination; or
- On review of conditions of registration.

**For the IMG**

- You should complete the form first. This enables you to identify your strengths and any areas where you feel further improvement is necessary.
- Using the criteria on page 3 complete the form by ticking the box which best describes your performance for each statement.
- Once you have completed the form, give it to your Supervisor to complete. You must discuss this Report with your Supervisor and at the end of the feedback session sign the form before sending to the Medical Board of the Northern Territory.

**For the Supervisor**

- Consult the appraisal criteria on page 3, and tick the appropriate "Supervisor box" which best describes the performance of this doctor. The template should be completed against the standard expected at the level at which the practitioner is working. However, **if you are also making a recommendation on a doctor's suitability for the AMC Certificate leading to general registration from the Medical Board of the NT via the Competent Authority pathway, in making this recommendation you must use the standard expected of a doctor who has successfully completed PGY1.** You should explain any disparity between the report and your recommendation.
- It is expected that the supervisor will have directly observed a substantial amount of the registrant's performance in the ward/unit/position.
- You must consult the co-supervisor. You may also wish to seek input into the assessment from other clinical and administrative staff, who may be familiar with some aspects of the IMG's performance.
- Arrange a mutually agreeable time to meet with the IMG privately and discuss the review.
- Please complete the "Comments and Future Development Plan" section, if there are issues that need addressing, with the IMG.
- Both you and the IMG must sign the form at the end of the feedback session AND forward the form to the Medical Board of the Northern Territory.
- If you have concerns about the IMG's performance these should be directed to the doctor's employer.

**Details of International Medical Graduate (IMG)**

<b>Name:</b>	
<b>Registration No:</b>	
<b>Position Held:</b>	
<b>Location:</b>	

**Period of Supervision covered by this Report**

Date From: ____ / ____ / ____	Date To: ____ / ____ / ____	Total Period you have supervised this IMG _____
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**Details of Medical Practitioner who is the Principal Supervisor**

<b>Name:</b>		
<b>Postal Address:</b>		
<b>Telephone Number:</b>	(bh)	(mobile)
	(ah)	Email
<b>Registration No.</b>		
<b>Position Held:</b>		

Accredited IMG supervisor:      Yes       No

**Details of Medical Practitioner who is the Co-Supervisor**

<b>Name:</b>		
<b>Postal Address:</b>		
<b>Telephone Number:</b>	(bh)	(mobile)
	(ah)	Email
<b>Registration No.</b>		
<b>Position Held:</b>		

Accredited IMG supervisor:      Yes       No

Has the IMG participated in an orientation / induction plan?

Yes – please provide brief details of what was included: \_\_\_\_\_

No – if no, what alternative if any was provided: \_\_\_\_\_

<b>CRITERIA</b>		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
√ tick appropriate box under each category						
<b>Clinical Management</b>						
Documents a comprehensive patient history, (including obtaining information from other sources when appropriate)	IMG					
	Supervisor					
Conducts and documents an appropriate patient examination.	IMG					
	Supervisor					
Defines clinical problems appropriately	IMG					
	Supervisor					
Develops an appropriate care management plan and effectively coordinate patient care, including referral and follow-up.	IMG					
	Supervisor					
Requests, follows up and interprets appropriate investigations and revises management plan as necessary.	IMG					
	Supervisor					
Recognises and manages emergencies that occur in patient management	IMG					
	Supervisor					
Plans for discharge of patient (where relevant) including documenting discharge summary	IMG					
	Supervisor					
Demonstrates and improves procedural skills relevant and appropriate to rotation.	IMG					
	Supervisor					
Demonstrates and improves preventative skills relevant and appropriate to rotation.	IMG					
	Supervisor					
<b>Communication</b>						
Communicates effectively (respectfully and with the ability to listen) with patients and their families, including the use of interpreters where necessary	IMG					
	Supervisor					
Communicates effectively with other members of the health care team	IMG					
	Supervisor					
Communicates effectively (clearly and concisely) with professional colleagues including general practitioners; for handover, referral and transfer of patients	IMG					
	Supervisor					
Clearly documents all patient care	IMG					
	Supervisor					

<b>CRITERIA</b>		N/A Not observed	Below the level expected	Borderline	At the expected level	Above the expected level
<b>√ tick appropriate box under each category</b>						
<b>Professionalism</b>						
Shows compassion for patients and sensitivity to their culture, ethnicity and spiritual issues	IMG					
	Supervisor					
Demonstrates punctuality, effective time management and ability to prioritise work	IMG					
	Supervisor					
Able to recognise limitations in his/her practice and request assistance when necessary	IMG					
	Supervisor					
Demonstrates respect for all colleagues.	IMG					
	Supervisor					
Follows reasonable directions of more senior colleagues	IMG					
	Supervisor					
Able to manage own health appropriately	IMG					
	Supervisor					
Demonstrates understanding of Australian Health Systems	IMG					
	Supervisor					
Accepts responsibility to teach (where appropriate)	IMG					
	Supervisor					
<b>Safe Practice</b>						
Demonstrates knowledge of common therapeutic agents, uses, dosages, adverse effects and potential drug interactions and ability to prescribe safely	IMG					
	Supervisor					
Demonstrates knowledge of infection control principles and complies with them in patient care	IMG					
	Supervisor					
Recognises and correctly reports adverse incidents	IMG					
	Supervisor					

Other members of Unit/Team/Practice who have provided information to supervisor

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**END OF YEAR/REGISTRATION PERIOD RECOMMENDATIONS**

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**All International Medical Graduates**

In your opinion is the registrant's medical practice at a standard suitable for renewed conditional registration?

Yes       No       Requires further assessment

**Principal Supervisor**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-Supervisor (if applicable)**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Competent Authority International Medical Graduates only**

**Principal Supervisor**

In your opinion is the registrant's medical practice at a standard appropriate for full registration as a Medical Practitioner in the Northern Territory.

Yes       No       Requires further assessment

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Co-Supervisor**

In your opinion is the registrant's medical practice at a standard appropriate for full registration as a Medical Practitioner in the Northern Territory.

Yes       No       Requires further assessment

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

