

Policy

Subject: Supervision of Training and Accreditation of Supervisors
Approval Date: October 2002, July 2003, September 2008, July 2011, August 2012, November 2013, February 2016, November 2019
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Preamble

The training of pathologists and Faculty members is undertaken in laboratories or Faculty training sites accredited by the College for training and under the supervision of a qualified pathologist or Faculty Fellow (hereafter, a “**Supervisor**”). In some instances, a specialist pathologist or Faculty member may also be required to work under supervision, for example, while retraining or awaiting specialist recognition.

This Policy can be updated or amended from time to time by the College at its absolute discretion.

1. Supervisors requirements

- 1.1. A Supervisor will ordinarily be required for:
 - (a) All Trainees who are registered with the College, including those who have completed their training time but not their examinations
 - (b) overseas trained specialists undergoing a period of assessment;
 - (c) Fellows retraining in another discipline; and/or
 - (d) Fellows undergoing performance assessment.
- 1.2. Allocation of a Supervisor is normally recommended by the Head of Department and negotiated with the Trainee. The Trainee may request an alternate Supervisor without penalty.
- 1.3. A Supervisor must be a Fellow of the College or approved by the Board of Education and Assessment on presentation of a curriculum vitae. For Trainees of the Faculty of Oral and Maxillofacial Pathology, the Faculty of Science or the Faculty of Clinical Forensic Medicine, the Supervisor will normally be a Fellow of the respective Faculty. For pathology trainees, where the nominated Supervisor is not a pathologist, supervision must be overseen by a pathologist.
- 1.4. If a Trainee, Fellow, Faculty Fellow or Overseas Trained Specialist has difficulty choosing a Supervisor, or a suitable Supervisor is not available, the College can assist in the process. Such instances must be notified to the Registrar of the Board of Education and Assessment.
- 1.5. In some circumstances shared supervision may be necessary, for example for joint RACP/RCPA or Faculty of Science Trainees, however for pathology trainees, there must be a nominated primary Supervisor who will normally be a pathologist.

2. Absence

- 2.1. The College expects that the Supervisor will ensure that adequate supervision is arranged in any periods of absence. The College must be notified if the period of absence exceeds 8 weeks. Supervision may not be delegated largely to a non-pathologist or non-Faculty Fellow.

3. Training

All new Supervisors are required to undergo training to become accredited. Supervisors must subsequently participate in a face-to-face Supervisors' Workshop once every five years. Alternatively supervisors may successfully complete the three online Supervisor modules every two years. Participation in this training is recorded by the College. Auditing for compliance may also be undertaken.

- 3.1. Prior to commencing as a Supervisor, the prospective Supervisor is required to undergo mandatory training in respect of the College's Policy on Anti-Discrimination, Harassment and Bullying and Cultural Competence. This training must be subsequently refreshed every five years. This may be in the form of a course organised by an employer organisation or, if unavailable, a College sponsored program may be arranged. Participation in this training is recorded by the College. Auditing for compliance may also be undertaken.

4. Policies and Procedures

- 4.1. The College expects Supervisors to be aware of, and familiarise themselves with:

- (a) the roles and responsibilities of the Supervisor, as set out in the RCPA Resource Manual for Supervisors (available on the College website);
- (b) the RCPA Trainee handbook - Administrative Requirements (to be found on the College website);
- (c) the requirements for training in their discipline or Faculty as set out in the current version of the discipline specific RCPA Trainee Handbook – Discipline Specific Requirements (to be found on the College website); and
- (d) policies relating to training, as set out in the current version of the RCPA Resource Manual for Supervisors (to be found on the College website).

- 4.2. Supervisors should also be aware of, and familiarise themselves with, the relevant requirements within the following policies:

- No. 10/2000: Laboratory Accreditation for Training Programs;
- No. 15/2001: Training Limitation;
- No. 10/1999: Complaints in Relation to Examinations;
- No. 3/2001: Examination Candidates in Need of Consideration for Illness, Accident, Disability or Compassionate Grounds;
- No. 12/1999: Discrimination, Harassment and Bullying;
- No. 2/2013: Trainees in Difficulty Support Policy; and
- No. 13/1999: Complaints Handling.

5. Issues during training

- 5.1. In the event of a Trainee having difficulty obtaining a Prospective Training Program or Annual Supervisor Report from their Supervisor, the Trainee may seek the assistance of the State or Regional Councillor to assist in ensuring submission of the required documents.
- 5.2. In the event concerns (including interpersonal difficulties) are raised by either the Supervisor and/or Trainee in relation to the training, that party should contact any one of the following:
 - (a) the State or Regional Councillor;
 - (b) RCPA Educational Advisors;
 - (c) Registrar of the Board of Education and Assessment;
 - (d) RCPA Chief Executive Officer or DCEO; or
 - (e) College Ombudsman.
- 5.3. Unlawful discrimination, harassment, bullying, vilification and/or victimisation of Trainees by Supervisors will not be tolerated. The College expects that the behaviour of Supervisors will not fall below the standards set out in the College's Anti-Discrimination, Harassment and Bullying Policy.
- 5.4. The Supervisor is expected to advise the College, through the Registrar of the Board of Education and Assessment, the State or Regional Councillor, or the Chief Executive Officer of the College, as appropriate, of any changes or deficiencies in the training environment that may affect the quality of training.

6. Examiners

- 6.1. The College encourages experienced Supervisors to seek appointment as examiners for the College, as per Policy No. 9/2000: Selection of Examiners for the College.

7. Related Policies and Procedures:

- Resource Manual for Supervisors
- RCPA Trainee handbook - Administrative requirements
- RCPA Policy on Laboratory Accreditation for Training Programs
- RCPA Policy on Training Limitation
- RCPA Policy on Complaints in Relation to Examinations
- RCPA Policy on Examination Candidates in Need of Consideration for Illness, Accident, Disability or Compassionate Grounds
- RCPA Policy on Discrimination, Harassment and Bullying
- RCPA Policy on Trainees in Difficulty Support Policy
- RCPA Policy on Complaints Handling