

Telehealth Supervision Plan Template

About this template

This is a general template designed to assist GP trainees, who have to perform telehealth consultations, with considering their supervision requirements when they are practicing in this way. (Not all sections may be relevant to you, your practice, your supervisor or your training region; add and remove sections as needed).

Once completed and signed by both GP trainee and supervisor, it is recommended that a copy of this completed template should be given to whomever is responsible for overseeing the GP trainee's education and training (for example, their medical educator and/or RTO).

Please note: RTOs may have telehealth supervision templates or other guidelines for GP trainees who are undertaking telehealth consultations and/or training and education activities. GP trainees should first check with their RTO and use the appropriate resources, templates and procedures that are required for their training circumstances.

GPRA acknowledges GP Synergy for the use of some of the content in this template.

COVID-19 and telehealth

Prior to COVID-19, telehealth consultations have not been widely used in general practice. GP trainees may now be required to perform telehealth consultations as part of the current COVID-19 practice response.

Telehealth consultations require supervision commensurate with normal supervision requirements. Routine supervision strategies including direct observation, medical record review, problem case discussion and provision of assistance and support during a consultation continue to apply to telehealth consultations undertaken by the trainee.

The responsibilities of the practice

The practice is responsible for ensuring appropriate systems are in place for the following:

- patient privacy
- access to the medical records
- managing referrals/prescriptions/investigation requests
- access to supervision including a mechanism for the supervisor to join into the telehealth consultation if required
- registrar safety
- patient safety

Telehealth consultations can be counted towards training time as per RACGP/ACRRM.

Completing this plan

It is suggested that a trainee works with their supervisor to complete this supervision plan (or similar as directed by their RTO) wherever the following applies:

- trainee doing off-site telehealth consults
- trainee doing exclusively on-site telehealth consults
- supervisors consulting off-site and trainee consulting on-site (doing telehealth and usual consults or exclusively telehealth)
- For both supervisor and trainee consulting off-site doing exclusively telehealth consults

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Further telehealth resources

College

- [RACGP](#) – for information about supervision requirements in telehealth consultations go to the 'GPs in training' tab
 - [Click here](#) for further information from the RACGP about telehealth generally
- [ACRRM](#) – for more information about training and supervision of telehealth consultations
- [Click here](#) further resources in telehealth

MDO Telehealth information

- [AVANT](#)
- [MDA National](#)
- [MIGA](#)
- [MIPS](#)

IT information relevant to telehealth

- Click [here](#) for IT information

Please turn the page for Telehealth Supervision Template.

Telehealth Supervision Form

Section 1 – Registrar Details	
Registrar Name:	
Registrar Training Term:	
Supervisor Name:	
Proposed Start Date:	
Proposed End Date:	

Section 2 – Telehealth Arrangements			
Anticipated location of telehealth consults:			
Registrar:	<input type="checkbox"/> Off-site	<input type="checkbox"/> On-site	<input type="checkbox"/> Both
Supervisor:	<input type="checkbox"/> Off-site	<input type="checkbox"/> On-site	<input type="checkbox"/> Both
Comments:			

Anticipated method of delivery of telehealth consults:			
Delivery:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Video-conference	<input type="checkbox"/> Both

How will the practice manage telehealth appointment bookings:
<p><i>Will telehealth appointments be at a certain time of day or be triaged?</i></p>

What technology will be used to perform telehealth consults (software/hardware):
<p><i>Consider whether landline or mobile phone or computer to be used. How will remote access to medical records be facilitated (if off-site)? Will personal phone/laptop etc be used or will the practice supply equipment?</i></p>

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Section 3 – Supervision Plan
How will the registrar access supervisor support when needed:
<i>Ensure contact phone number/electronic messaging addresses are available</i>
What will the registrar do if they can't contact a supervisor?
<i>Detail back up supervisor contacts</i>
How will the supervisor dial/videoconference in during a telehealth consultation if required?
What is the process if the patient needs to be examined?
How will requests for prescriptions and referrals (e.g. pathology, radiology, specialists) be managed remotely?
How and when will the registrar be able to debrief regarding telehealth patients?

Telehealth Supervision Form

Section 4 – Declaration

Statement: By completing and signing this form, both registrar and supervisor agree to participate in telehealth conferences in accordance with MDO policy, for telehealth supervision.

Protecting patient privacy needs specific planning when conducting telehealth remotely. By completing this form, you are acknowledging that patient privacy will be preserved.

Registrar signature:

Date:

Supervisor signature:

Date: