



# Selection of Supervisors Policy

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Policy Author:	National Training Committee
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Contact:	Director Education Services

## PURPOSE

The purpose of this policy is to outline the selection criteria used by the ACD to select Clinical Supervisors and/or Supervisor of Training who are responsible for the training of candidates in any course run by the ACD.

## SCOPE

The ACD has a variety of training courses of varying duration which culminate in either FACD, FACD/PhD, Mohs subspecialty, MMohs or any other qualification offered by the ACD, which require supervision of candidates by a Fellow for all or part of the program duration.

Candidates must complete a series of assessments throughout the period of their training and these are assessed by the Supervisors of Training and/or Clinical Supervisors. Exit examinations apply in some cases. This policy document will assist Heads of Departments and other decision makers in suitable selection of SoTs and CSs.

## DEFINITIONS / KEY WORDS / ABBREVIATIONS

*Candidate* refers to any person who has accepted an offer of a position in any Training Program run by the ACD and has paid fees where applicable.

*Training Program* refers to any program of training offered by the ACD, which if undertaken successfully leads to Fellowship, or another qualification offered by the Australasian College of Dermatologists.

*Director of Training* is a person who is responsible for overseeing the organization and implementation of the College training program in their State Faculty, and for ensuring that each candidate has the opportunity to achieve the aims and goals of the training program.

*Supervisor of Training* is a person who is responsible for implementing and overseeing any

College training program in the institution and the training facility network to which they are affiliated. The SoT is involved with the day-to-day teaching and supervision of candidates. The SoT supervises and assists the CS and the HoD to ensure the proper functioning of the training program in their hospital department and in any overseas training positions, private practices or community medical centres that candidates may be required to rotate through when based in that department. The SoT ensures that candidates have the training opportunities required to attain the competencies relevant to these training positions, which are documented in the College curricula.

*Clinical Supervisor* is a person whose primary role is to provide candidates with on-the-job teaching and feedback.

## **THE POLICY**

Supervisors of Training and Clinical supervisors are selected using the following process and should meet certain requirements:

- Suitable people are approached by HoDs in consultation with the DoT of the State
- A short CV is submitted
- Prospective candidates must have been a:
  - Fellow of the ACD for at least 2 years duration
  - VMO or staff specialist at the training site with regular registrar contact
- A short interview with the DoT may be required
- Appointment is made in consultation with the DoT
- Supervisors of Training and Clinical Supervisors must undergo the Supervisor Training and elements of the Certificate IV Training and Assessing.