



## Supervision Policy

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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### POLICY STATEMENT

There must be sufficient institutional oversight to assure that trainees are appropriately supervised. Appropriate supervision means that a trainee is supervised by the teaching faculty in such a way that the trainees assume progressively increasing responsibility according to their level of education, proven ability, and experience. On-call schedules for teaching faculty must be structured to ensure that supervision is readily available to trainees on duty. The level of responsibility accorded to each trainee must be determined by the program director and the teaching faculty.

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### REASON FOR POLICY

To ensure that the TIGMER GME programs provide appropriate supervision for all trainees that is consistent with proper patient care, the educational needs of trainees, and the applicable ACGME Review Committee (RC) and Common Program Requirements.

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### PROCEDURES

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### FORMS/INSTRUCTIONS

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### RESPONSIBILITIES

#### PROGRAM RESPONSIBILITY

It is the responsibility of individual program directors to establish detailed written policies describing trainee supervision at each level for their residency/fellowship programs. The policies must be maintained in the Program Manual.

The requirements for on-site supervision will be established by the program director for each residency/fellowship in accordance with ACGME guidelines and should be monitored through periodic department reviews, with institutional oversight through the GMEC internal review process.

**Programs should establish policies that support Effective Supervisor Behaviors, see related information.**

Set clear expectations

- When to call
- Situations in which trainees should always call
- How to call – provide accurate pager/phone numbers
- Trainees role in the care of the patient

Create a safe learning environment

- Reassure the trainee that is always appropriate to call if uncertain
- Recognize and address uncertainty in the trainee

Be readily available

- Answer pages and phone calls promptly
- Planned communication (schedule times for calls)

Balance supervision with trainee autonomy. Provide input but don't take over the case

Be respectful

- Be patient with the trainee regardless of time of day
- Don't yell at or belittle a trainee

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

- Direct – the supervising physician is physically present with the trainee and patient
  - Indirect
    - With supervision immediately available the supervising physician is physically within the hospital or other site of patient care and is immediately available to provide direct supervision
    - With direct supervision available the supervising physician is not physically present within the hospital or other site of patient care, but is immediately available by phone and/or other electronic modalities and is available to provide direct supervision
  - Oversight – the supervising physician is available to provide review of procedures/encounters with feedback provided after the care is delivered
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## **RELATED INFORMATION**

### **EFFECTIVE SUPERVISEE (TRAINEE) BEHAVIORS**

- Trainee may request the physical presence of an attending at any time and is never to be refused
  - Know and follow your programs policies for when you must always contact supervisor
  - If you are uncertain...call your supervisor
  - If a patient has a change in status...call your supervisor
  - Present data to supervisor accurately. If you omitted part of the exam let them know
  - Provide feedback to supervisor regarding what was helpful
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## **HISTORY**