

## Employment and training check-in

### Pastoral care and employment supervision review template

Employee Name:

Date:

### Priorities/observations since previous check-in

*(To be completed before review, as applicable)*

Primary supervisor comments	
Secondary supervisor comments	
Practice manager/owner comments	

#### TIPS

**Ask, Listen, Address, Document, Inform: keep it simple and G.O.O.D.**

Scaffolding the registrar is a whole-of-practice responsibility.

What one team member observes another may overlook: when the observation is of a registrar in distress, and this is neither communicated nor addressed, **a lack of documented process can put everyone in the practice at risk.**

Reviews can be undertaken by any authorised member of the practice team with a working relationship with the GP registrar (e.g., GP supervisor or practice manager) but ideally all key members of the team should contribute their comments ahead of the next review.

For best practice, it is recommended that these discussions are conducted and recorded on a monthly basis.

The questions in the coloured boxes are intended as prompts to guide a constructive discussion with GP registrars about Goals, Opportunities, Obstacles and Decisions; the grey boxes provide space to document your observations and highlight any red flags/ follow-up needed.

By making these reviews a regular, non-threatening part of the registrar's employment, this 15-30 minute check-in can save hours of frustration and/or conflict resolution through the early identification of any brewing issues or misaligned expectations.



<b>G</b>	<b>GOALS</b>	<p>How have things gone since we last spoke?          What are you enjoying about the job?          Tell me about your achievements this past month?          How have you been going with your work-life balance?</p> <p><b>Provide feedback and document it: Registrar's positive contribution?</b></p>
		Team, workplace culture, performance
		Improvement since previous month
<b>O</b>	<b>OPPORTUNITIES</b>	<p>What can we do to make this a better learning environment for you?          What specific training or assistance would have made the last month better for you?          Can you identify any help or supports that would make things easier for you?          Are there any directions you feel unclear about?</p> <p><b>Provide feedback and document it: Registrar's suggestions/needs?</b></p>
		Team, workplace culture, progress
		Clinical, professional training, college, RLO
<b>O</b>	<b>OBSTACLES</b>	<p>Could anything be impacting your work / training?          Do you have any concerns in terms of safety?          Do you feel unsure or frustrated about anything?          Are you having any interpersonal issues we can help with? Are you feeling bullied at all?</p> <p><b>Provide feedback and document it: Any concerns or roadblocks?</b></p>
		Progress, behavioural, professional skills
		Complaints made by team, patients
<b>D</b>	<b>DECISIONS</b>	<p>What have you learnt about yourself this past month?          What can you do to improve your experience / relationships at work?          What can we do to help make next month (even) better?          How can we summarise your goals for the next month?</p> <p><b>Provide feedback and document it: Outcomes and areas that need attention?</b></p>
		Areas needing focus for employment, training
		Impact (if any) or registrar's reflections
		Attitude toward feedback

