



Guidelines on Trainee Supervision

Document No.	HKCA-E07
Prepared by	Board of Education
Endorsed by	HKCA Council on 6 Feb 2018
Version	2
Effective Date	Jul 2018
Next Review Date	



Table of Contents

1. INTRODUCTION.....	3
2. SUPERVISORS.....	3
3. LEVEL OF SUPERVISION	3
4. MINIMUM SUPERVISION LEVELS	3



1. INTRODUCTION

1.1 Supervision of clinical practices allows vocational trainees in anaesthesia to learn in a safe working environment. It is an important element for a trainee anaesthetist to progress in preparation to work as an independent fellow.

2. SUPERVISORS

2.1 Supervisors must be appropriately qualified by holding FHKCA or other specialist qualification as approved by Council. Supervisors need to be CMECPD compliant as well.

3. LEVEL OF SUPERVISION

3.1 **Level 1** supervisor rostered to supervise one trainee and available solely to that trainee

3.2 **Level 2** supervisor rostered to supervise 2 trainees who are in anaesthetizing locations which are in close proximity. The supervisor must be fully conversant with the nature of the patients in both locations and able to provide one-to-one supervision of each as appropriate.

3.3 **Level 3** the supervisor is available in the institution but is not exclusively available for a specific trainee

3.4 **Level 4** the supervisor is not in the institution but is on call within reasonable travelling time and is exclusively rostered for the period in question. This level of supervision applies mainly to cases that are outside normal working hours. Consultation must be available at all times.

4. MINIMUM SUPERVISION LEVELS

4.1 General

4.1.1 Supervision must be provided by a supervisor with appropriate experience of the particular area of anaesthesia or relevant discipline

4.1.2 Supervision at level 1 or 2 must be provided for all cases during an initial period varying in length according to the trainee's previous experience and their development of skills and judgment. For trainees without previous anaesthesia experience, this will need to be for at least six months. Before being permitted to practise anaesthesia beyond level 1 supervision, all trainees must achieve a satisfactory standard in a structured assessment of competence by at least two appropriate, designated fellow /consultant



anaesthetists. It is the responsibility of the Supervisor of Training, Head of Department and Trainee to ensure that this occurs.

4.1.3 All trainees must be supervised at level 1 in any area with which they are unfamiliar.

4.1.4 Assessment of competence before moving beyond level 1 supervision also applies to more experienced trainees who are working in unfamiliar sub-specialty areas.

4.1.5 Supervision of trainees must extend beyond the operating theatres to pre- and post-anaesthesia consultations, pain rounds, all clinics, and related activities in other remote locations

4.1.6 The same standards of supervision must apply both within and outside normal working hours.

4.1.7 Trainees must be encouraged to seek advice and/or assistance as early as possible whenever they are concerned. This applies both within and outside normal working hours. At all stages of training, a supervisor must attend an anaesthetic whenever a trainee requests assistance. Conversely, a supervisor should attend an anaesthetic whenever this is deemed appropriate. It is the responsibility of the supervisor to make this decision.

4.1.8 Trainees should be encouraged to discuss their progress on an informal basis with their Supervisor of Training at frequent intervals throughout their training. This is in addition to the structured In-Training assessments

4.2 Supervision levels after completing different years of training in clinical anaesthetic module

4.2.1 In the first two years of training, supervision should be provided at levels 1 or 2 for at least 75% of the cases.

4.2.2 After the first two years of training, supervision should be provided at level 1 or 2 for at least 50% of the cases.

4.2.3 After the first 2 years of training, supervision at level 2 or 3 should be an integral part of the training program.

4.3 Supervision levels that aim to ensure safety for both trainees and their patients

4.3.1 In the first year of training in anaesthesia, after the initial period of level 1 supervision, the supervisor should normally be notified of all cases at all time. The supervisor should attend for all patients with conditions such as the following:-



- 4.3.1.1 Patients requiring major resuscitation
 - 4.3.1.2 Patients with serious medical illness
 - 4.3.1.3 Debilitated patients
 - 4.3.1.4 Children under age of 10
 - 4.3.1.5 Operative procedures on pregnant patients
 - 4.3.1.6 Surgery which poses special anaesthesia problems
 - 4.3.1.7 Any other high risk patients
 - 4.3.1.8 Any patient who the trainee does not feel competent to anaesthetize
 - 4.3.1.9 Any patient who has a potential or known difficult airway
- 4.3.2 In the second year, the supervisor must be notified of all children under 3 years of age, all seriously ill patients and patients posing special problems for anaesthesia.
- 4.3.3 In more experienced trainee, they should still advise their supervisors of patients, procedures or conditions that may pose problems. Consultation and appropriate supervision must be available at all times

***Trainees are classified to be in basic, higher and provisional fellowship training. Those who have successfully passed the HKCA Intermediate Fellowship examination are in higher training after application by the trainee and approval from the Board of Education. Those who have successfully passed the HKCA Final Fellowship examination are in provisional fellowship training after application and approval from the Board of Education.**