

Q-Pulse Database	DIAIMA	
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Document Title	Supervision of Trainees	

1. Objectives

To identify the provisions whereby, in accordance with Regulation 17(3), staff may participate in practical aspects of a medical exposure or associated procedure, as part of practical training, under the supervision of a person who is adequately trained.

2. Responsibilities

Managers authorised by their Local Service Lead to assess competences in accordance with Employer's Procedure EP1 shall include in these assessments identification of staff considered qualified (in accordance with EP2) to be trainers for identified competences, and of those who are competent to train and supervise.

Trainees shall only undertake these competences when supervised in accordance with this procedure, and entitled duty holders shall only supervise trainees for competences for which they are so entitled.

3. Provisions for supervision

Supervision of trainees shall be 'direct' in the sense that the supervising duty holder shall participate in the activity to the extent that they can observe implementation of all practical aspects of the activity to a degree that allows them to take responsibility for the activity as if they had carried it out themselves.

Where the results of the activity need to be recorded and signed for, both the trainee and the supervisor shall sign, indicating their respective capacities.

In all cases, the supervisor shall take responsibility for the activity as if they had carried it out themselves.

The supervisor will ensure that appropriate deputies are appointed to supervise any training for which they have responsibility during periods of absence.

The supervisor shall complete such aspects of the training record of the trainee as appropriate, to acknowledge their acceptance of responsibility that the supervision was properly carried out in accordance with this procedure.

Staff who are at an advanced stage in their professional training and who are assessed to be competent to perform an activity (but may not be registered), may require less 'direct' supervision. The supervisor will take responsibility for the activity.

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