

TRAINING SUPERVISOR SELECTION

Purpose

To define the process for applications for training supervisors including the pre-requisites for prospective training supervisors. To define the process for reviewing applications and selecting candidates.

Scope

Selection of applicants for training supervisor positions for the Sexual and Reproductive Health (SRH) Fellowship Training Programme.

Definitions

Training Supervisor: A New Zealand College of Sexual and Reproductive Health (NZCSRH) Fellow appointed to oversee the training, assessment, and development of a trainee.

Detail

The NZCSRH is committed to ensuring that specialist training in sexual and reproductive health (SRH) is undertaken in an appropriate environment. Selection of training supervisors is a key component of this commitment. A training supervisor for the NZCSRH Fellowship Training Programme is responsible for the overall supervision and mentoring of the trainee. All trainees must have a designated training supervisor.

Training supervisors are responsible for conducting three monthly formative appraisals and "supervisor review of training competency" assessment for the duration of the trainee's programme. Assessments will be completed using the appropriate NZCSRH rubrics.

All training supervisors will be Fellows of NZCSRH who have completed a postgraduate tertiary education qualification or completed the [Fundamentals for Medical Educators online course](#). They must also attend an NZCSRH Train the Trainer course as soon as is practicable after commencing supervision, in accordance with NZCSRH Regulations. Thereafter they will attend supervisor training updates at least every three years. Each supervisor will have only one first year trainee and no more than three trainees at different stages of training at any time.

Prerequisites

A training supervisor for the SRH Training Programme must be a Fellow of NZCSRH and hold current vocational registration in the scope of family planning and reproductive health. They are required to have worked for a minimum of two-years post vocational registration within this scope. A training supervisor must be employed for a minimum of 0.5FTE in a SRH accredited clinic. A training supervisor must be up to date with their CPD requirements and have had no referrals to the Professional Conduct Committee upheld.



Procedure

Application Process

All prospective supervisors are advised to read the Training Supervisor Position Description and the Training Supervisor Statement of Understanding prior to submitting their application. Prospective supervisors who meet the above prerequisites should submit the following documents to the Educational Advisory Committee (EAC):

- NZCSRH Training Supervisor Application Form
- Up-to-date CV
- Details of a referee
- Details of any completed clinical supervisor training such as a postgraduate tertiary education qualification or certificate(s) of completion of Clinical Educator Training modules

Selection Process

Applications will be considered at the next meeting of the EAC which are held every six weeks. Applications will be considered where there is a site suitable for fellowship training and a trainee has applied for that site. Site accreditation does not need to have been completed for the supervisor application to be considered. Where more than one application is received for a single available trainee placement, the EAC will interview all qualified candidates using a standardised interview before selecting the preferred candidate. Reference check will occur before the appointment is confirmed. Training supervisors must be formally approved by EAC prior to the commencement of the training placement. The EAC will provide formal written notification of the outcome of the application process to all applicants.

Disputes

Any dispute in this regard will be referred to the NZSRHECT Board according to the Complaints Policy.

Policy Owner	Educational Advisory Committee
Date	June 2026
Review Date	June 2029

