



New Zealand College of Public Health Medicine

Induction Information

Workplace Supervisors

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Introduction

Thank you for your interest in being a Workplace Supervisor for a New Zealand College of Public Health Medicine (NZCPHM, the College) advanced registrar. Whether you are an experienced WPS, new to the role or thinking about engaging a registrar at your organisation, we hope you find the information in this pack helpful.

Experience at accredited training sites throughout New Zealand and internationally is a key component of the College's advanced training. The support and advice you provide to our registrars is vital to their success. We hope you enjoy working with our registrars – we regularly hear from workplace supervisors who say supervising advanced registrars is positive and rewarding, that registrars are enthusiastic about learning and they bring new ideas into the workplace.

If you have feedback or questions, please email education@nzcphm.org.nz and one of our education team will be happy to help.

Thank you again for your being a Workplace Supervisor, your time and dedication to our registrars is highly valued.

About the NZCPHM Training Programme

The training programme provides opportunities for registrars to develop their expertise in the practice of public health medicine. It has a focus on the achievement of Hauora Māori, health equity and cultural safety in the Aotearoa New Zealand context. It offers teaching, guidance and development of core skills and professional attributes to prepare for the variety of roles and challenges encountered in the workplace.

The Training Programme is accredited by the Medical Council of New Zealand and is delivered with funding from Workforce Planning and Funding, a business unit of Te Whatu Ora.

There are two stages to the Training Programme:

- Basic Training (16 months FTE) includes the completion of a Master Public Health degree at either the University of Otago or University of Auckland, as well as participation in other training activities.
- Advanced Training (29 months FTE) is experiential learning undertaken by employment at approved training sites as well as participation in other training activities outside the worksite.

Training can be undertaken part or full-time.

Accreditation of Training Sites

All Training Sites employing NZCPHM registrars must be accredited by the College. Applications for accreditation should be made by a senior staff member at the organisation intending to become an Advanced Training Site. A Training Programme Supervisor will assess the application against NZCPHM standards; if possible they will visit in person or otherwise arrange a virtual meeting to facilitate this. Accreditation is valid for three years – College staff will contact the organisation to apply for

reaccreditation prior to the expiry date. Information about accreditation is available on the College website: [Training Sites](#).

Getting started as a Workplace Supervisor

To find out more about being a Workplace Supervisor, [ask us](#) to connect you with one of our Training Programme Supervisors who can explain what's involved and help with advice and support as you get started.

We recommend you visit the College website to access a [Level 1 Supervision Skills](#) course from Connect Communications (password: 246-phsup). It's a self-paced learning series of videos covering a broad range of issues you may face as a supervisor of registrars. The videos contain some self-reflective exercises to help you think about your style of supervision and how you might use new skills.

Keeping in touch

We'll update you about changes to the Training Programme and supervisor training workshops and invite you to join our online Workplace Supervisors' meetings.

Support for registrars

If you have questions or concerns about your registrar's progress on the Training Programme or personal challenges they are experiencing, their Training Programme Supervisor is your first point of contact or you can email education@nzcpnm.org.nz for advice.

All registrars in Advanced Training have a mentor who is a Fellow of the College and provides impartial and confidential encouragement and support. Māori and Pacific mentors provide additional support for Māori and Pacific registrars.

Most organisations employing registrars have Employee Assistance Programmes available.

Funding support

The College pays an endowment to worksites employing registrars. The endowment is separate to the registrar's salary and other employment conditions: it is for the purpose of contributing to, or covering, training costs including:

- costs associated with the registrar's training needs, for example being away from the workplace to attend College-led training events;
- materials and resource costs such as computer access, printing;
- time spent by on-site trainers with registrars.

Advanced Training Placements

During Advanced Training, registrars obtain a range of work-based experiences that will enable them to develop and demonstrate the core skills and competencies for public health medicine.

Registrars train at a minimum of three training sites, usually for a minimum of six months (26 weeks) full-time equivalent at each site.

Placements are organised into three categories.

- Category A worksites are those offering a placement working alongside a Medical Officer of Health in a local office of the National Public Health Service (previously Public Health Unit roles). This is a compulsory placement of a minimum of six months FTE.
- Category B worksites include positions in central health sector organisations, such as other positions in the National Public Health Service and Te Whatu Ora, Manatū Hauora, and crown entities (such as HSQC and Pharmac).
- Category C worksites either focus on community engagement and local delivery or are non-health sector organisations or government agencies. These include Māori and Pacific providers, work with Primary Health Organisations, localities, and local government. Universities also fall into this category.

While registrars are expected to train at one worksite from each category, there is flexibility within these parameters depending on the specific needs of each registrar and the accredited Training Sites available.

Other training commitments

Below are some examples of training activities that registrars may be scheduled to attend during their placement at your organisation.

Annual registrar orientation

February, two days. Registrars meet in Wellington for an opportunity to meet new registrars, connect with their peers and attend te Tiriti o Waitangi and other workshops.

Virtual Training Sessions

Monthly, half-day online events organised by the College. Sessions consists of presentations by public health experts on a different theme each month.

Registrar peer groups

Monthly facilitated sessions which explore topics important to public health practice including cultural safety, te Tiriti o Waitangi, anti-racism, equity, leading and influencing, and communication skills development.

Annual Scientific Meeting

September, registrars are encouraged to attend and present

Media training

Compulsory activity - half day workshop during advanced training

Exam preparation

Full day exam workshop in Christchurch, virtual mock exam and study time

Committee attendance

Some registrars are representatives on College committees including Education and Training Committee, Council, Registrar Committee and others.

Workplace Supervisor role

A Workplace Supervisor is responsible for the overall supervision of a registrar in a specific workplace.

Workplace Supervisors meet regularly with their registrar and are involved in:

- developing a workplace plan for a registrar,
- reviewing and signing of activity log and quarterly reports,
- providing guidance and support through project and service work,
- on-site teaching/instruction and assessment, and
- making arrangements for leave e.g. annual leave or conference attendance.
- connecting registrars with workplace trainers, PHMSs and others in the team who can be involved in their training experience.

For full details, see [roles and responsibilities of a Workplace Supervisor](#)

Workplace approval and other documentation

- **Workplace approval** - completed and signed prior to placement start. It contains a summary of the work programme proposed for the registrar during the placement.
- **Workplace plan** - due a month after starting at the site. The registrar will work on this alongside planning for their role. It will contain details about the work programme, the competencies the registrar expects to complete during the placement and how they will achieve this.
- **Registrar evaluation of training site** - completed by a registrar within a month of completing their placement. Feedback is considered when the training site applies for reaccreditation. A new process has been introduced for feedback about individual Workplace Supervisors to be collated and sent to them when a minimum of three registrars have responded. It's expected to be 2025 before Workplace Supervisors start to receive this feedback. Overall themes of feedback will be reported annually.

Registrar records for review by WPS

Registrars meet to review their progress quarterly with their Training Programme Supervisor. The Workplace Supervisor will be asked to evaluate the registrar's work prior to these meetings by reviewing the registrar's Advanced Quarterly Report and confirming the activities listed on the Activity Log.

Registrar assessments

Training Programme assessments a registrar is likely to complete during placements are:

- Assessed Written Reports (AWR) submitted at approximately 10, 18 and 25-27 FTE months
- Direct Observation assessments – Chairing a meeting, and Oral presentations. Workplace supervisors will be asked to identify opportunities to complete these and may be asked to assess them.
- Multisource feedback – two throughout training time. A minimum of 10 colleagues will be asked to participate. The multi-source feedback survey will be sent out by the College.
- Training Programme Examination – in the latter stages of training, Workplace Supervisors will support the registrar to develop their ability to answer oral questions in a structured and clear manner.

TOPS points

Workplace supervision is eligible for Tracking of Professional Standards (TOPS) points in the Educational Activities (CME) category - 20.6 Supervision, Training, Mentoring, Peer Review.

Ngā mihi for all the mahi you do with the NZCPHM Advanced Registrars at your training site. We appreciate your time and support of our registrars on their journey to becoming Public Health Medicine Specialists.