

Extended Skills Checklist

Before registrars begin an extended skills post, a number of important steps **must** be followed. These include:

- Approval from Sturt Fleurieu
 - Registrars need to discuss their interest in doing an extended skills post with the Director of Medical Education. Sturt Fleurieu can recommend disciplines for these posts and put registrars in contact with potential supervisors.

- Discussion with Post Supervisor
 - Registrars need to discuss with the post Supervisor, the terms of the post. This includes working hours, learning needs, and assessment requirements. The supervisor must agree to complete and submit formative assessments to Sturt Fleurieu at nominated times (3 months and completion) during the post.

- Confirmation

Please submit to Sturt Fleurieu paperwork confirming your extended skills post, including:

 - Letter of Appointment
 - Extended Skills Agreement Form (attached)
 - A detailed learning plan of the extended skills post, developed with and signed by your nominated supervisor.

- Summary

During the post, please ensure you keep a log of **all** the educational events you attend that are relevant to the extended skill. You will need to submit these to Sturt Fleurieu along with:

 - a 1 page summary of the post (a copy should be kept for inclusion in your Completion of Training logbook.)
 - registrar evaluation of the post