

**Instructions – Mid Term & End Term**  
**Intern Training – Term Assessment form**

**GP Rotation**

The PMCV requirements for Assessments are at Mid Term and End of Term – each PMCV term being a period of 10 weeks.

As the M2M GP rotation is for a period of 20 weeks (2 terms) :

- Mid Term Assessment is required to be completed, signed off and submitted to M2M at the 5 and 15 week points in your 20 week rotation.
- End Term Assessment is required to be completed, signed off and submitted to M2M at the 10 and 20 week points in your 20 week rotation.

Completed and signed assessments are to be returned to the M2M Administration & Education Officer.

Note: As some interns may have allocated Annual Leave during their GP rotation, they must ensure that all assessments are completed before commencing Annual Leave. This means that sometimes Mid Term or End Term Assessments may be completed in Week 4 or Week 8 for example.

**Medical, Surgical & Emergency Rotations**

Medical – Northeast Health Wangaratta (NHW)

Surgical – Northeast Health Wangaratta

Emergency – Northeast Health Wangaratta or Albury Wodonga Health (AWH)

Assessments must be completed, signed off and submitted to M2M at:

- Mid Term Assessment – 5 week point of your rotation.
- End Term Assessment – 10 week point of your rotation.

Submit completed and signed assessments to:

NHW – The HMO Manager who will sign off and forward to M2M.

AWH – The HMO Manager or Medical Workforce Unit who will sign off and forward to M2M.

**The Process & Forms:**

- The AMC “Intern training – term assessment form” as per copy attached, is to be used for both Mid Term and End of Term Assessments.
- The intern is to complete the “Intern Rating” self assessment sections and take the form with them to their Assessment meeting.
- The intern is to make a time to meet with their Supervisor to conduct the Assessment and each sign the form where applicable. Please ensure you have your Assessment meeting in plenty of time to submit the completed document by the required submission dates.
- The Supervisor is to complete the “Supervisor Rating” sections and discuss any areas as applicable.
- If there are any 1 or 2 ratings, in the event that the intern may fall below the expected level in one of their assessment areas, or find that they require extra support in certain areas, the **Improving Performance Action Plan** (IPAP) form is to be completed in conjunction with the Intern, Manager M2M Program and the M2M Director of Clinical Training. The Performance Management Policy is to be followed.