

# Post Medical Graduate Council of Victoria Information

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## Postgraduate Medical Council of Victoria

Since its formation in 1999, the Postgraduate Medical Council of Victoria has been actively seeking ways to improve the educational and training opportunities available to support the welfare and career development of doctors who have recently graduated or commenced work in the Victorian health system. Through our work we aspire to promote safe, high quality and accessible healthcare and a sustainable, highly motivated and effective medical workforce. For more information go to the PMCV website: <http://www.pmcv.com.au/>

### **Supervisors of Prevocational medical trainees**

A Term Supervisor (member of senior medical staff) should be allocated for each prevocational doctor rotation/term. Term supervisors should:

#### Orientation

- Oversee unit prevocational doctor roster(s) ensuring appropriate supervision and working hours.
- Support unit orientation.
- Meet with new prevocational doctors to discuss training goals for the rotation.
- Oversee the development/review of relevant unit orientation/education resources (Position Descriptions, Unit Handbooks etc)

#### Education

- Have an understanding of curriculum requirements for prevocational doctors within the rotation.
- Support unit formal and informal learning opportunities for prevocational doctors.
- Support prevocational doctor attendance at relevant organisation education programs.
- Support supervision and teaching by other unit medical staff.

#### Supervision

- Directly supervise and oversee the supervision of others (e.g. registrars) of unit prevocational doctors.
- Ensure that supervision of junior doctors aligns with the *PMCV Supervision Policy* and the following principles:
  - Senior medical staff are responsible for the provision of safe and quality medical care within their units and should be aware of their responsibilities in relation to supervision of junior medical staff.
  - Senior medical staff should ensure that prevocational doctors within their unit have clinical supervision that at all times is sufficient to ensure good clinical care, and that provides a safe learning environment.
  - Senior medical staff should be aware of the clinical performance of their unit prevocational doctors both via feedback from more senior doctors-in-training, and via direct observation/interaction.
  - Senior medical staff require appropriate training and time to undertake clinical supervision, and should have access to supports should they identify a prevocational doctor who requires additional support.
  - Clinical supervision of prevocational doctors may also be undertaken by more senior doctors-in-training (registrars/HMOs). Senior medical staff should confirm that these doctors are appropriately experienced to do so.

#### Performance Assessment

- Provide regular informal feedback to prevocational doctors
- Complete mid and end of term prevocational doctor performance appraisal and assessment (in conjunction with other unit medical staff) and discuss with the prevocational doctor
- Identify the poorly performing doctor/doctor in difficulty and refer/manage with support

#### Support & Evaluation

- Provide general advice and support to unit prevocational doctors
- Regularly review prevocational doctor's feedback of their term experiences, and use feedback to improve term experiences for junior doctors

## **Accreditation of prevocational medical training posts**

Accreditation of prevocational medical training is a quality assurance process that establishes and monitors standards for prevocational medical training programs and positions.

PMCV's review processes have been designed to obtain information about a facility's performance in the provision of prevocational intern/PGY2 (HMO) medical training against explicit standards and criteria to achieve the following objectives:

- That the HMOs achieve a high standard of general clinical education and training; and
- That the best possible environment exists for the organisation, supervision and education and training of HMOs.

The Accreditation Subcommittee bases its assessment of intern and PGY2 posts on the following seven functions:

1. Structure and culture in relation to HMO support and the delivery of safe patient care
2. Orientation
3. Education and Training Program
4. Supervision
5. Feedback and Assessment
6. Program Evaluation
7. Facilities and Amenities

**All health services and general practices that employ interns and/or PGY2 junior doctors must be accredited by PMCV prior to the junior doctors commencing and must keep PMCV informed of any changes to programs/posts during the period of accreditation.**

For more information on accreditation instruments and processes please visit the website:

<http://www.pmcv.com.au/accreditation> or contact Monique Le Sueur, Accreditation Manager, on (03)94191217.

## **Becoming a PMCV Accreditation Surveyor**

PMCV accreditation relies on volunteer surveyors drawn from medical education and training in health service/general practices and general practices. A survey team normally comprises 2-4 people, one of whom is the Team Leader, preferably includes a HMO and is supported by the Accreditation Manager.

The primary responsibility of the survey team is to conduct a comprehensive review of the supervision and training received by prevocational junior doctors (HMOs) at the health service/general practice under consideration. The survey team evaluates the health service/general practice as an effective training site and also evaluates each HMO position. It also recommends improvements in education and training for junior doctors.

All surveyors are required to attend an initial training workshop and to participate in at least two health service/general practice visits over a 2-year period (or one visit per year). The work shop is held annually in March.

**For more information or to submit an expression of interest please contact Monique Le Sueur, Accreditation Manager, on (03)94191217 or by email [accreditation@pmcv.com.au](mailto:accreditation@pmcv.com.au)**

## **Education**

The Postgraduate Medical Council of Victoria (PMCV) provides leadership and works closely with stakeholders to enhance the education and training of prevocational doctors which is informed by research, innovation and best practice. The professional development of all supervisors and educators of prevocational doctors is supported by the provision of relevant programs and training for those wishing to be involved in teaching, training and supervision.

Key Education Priorities:

1. Ensuring the highest standards of prevocational medical education, assessment and supervision for Australian and international medical graduate
2. Implementing the Australian Curriculum Framework for Junior Doctors (ACF)
3. Supporting and training educators working with Victorian prevocational doctors
4. Supporting and training supervisors working with Victorian prevocational doctors
5. Supporting simulation based training for prevocational doctors throughout Victoria

The PMCV offers a number of workshop programs for Medical Education Officers and Directors/Supervisors of Training - see the *Events Calendar*: <http://www.pmcv.com.au/education>.

- Teaching on the Run (TOTR) is a national program developed by staff of the Education Centre, Faculty of Medicine and Dentistry at the University of Western Australia. The TOTR program helps improve the quality of the teaching and supervision of trainee doctors and students.
- Professional Development Program for Registrars - Topics covered in the program include: Roles of the registrar and transitional issues; Leadership and management; Communications and learning styles; Managing safety and quality; Conflict resolution; Supervising others; Managing stress; Team building skills; and Action planning and goal setting. The program is suitable for registrars at all levels.

### **Australian Curriculum Framework for Junior Doctors**



For more information on the Australian Curriculum Framework for Junior Doctors please visit the [CPMEC website](#).