

Orientation, Assessment & Evaluation for the Intern

Supervisor / Practice Manager receives Supervisor's Manual

Overall M2M Orientation Week for Intern

Patient Evaluation Forms are given to intern's Patients at regular times over the rotation.

Completed forms to be given to Manager Regional Junior Medical Programs at end of 10 week term Rotation/Term begins.

GP Term only—Term Supervisor to meet with intern to discuss & agree on Term Description/Learning Objectives for GP Term.

Orientation of New Intern at applicable Practice or Health Service.

Appropriate Orientation Forms & Checklists to be completed by Intern & Supervisor.

1—2 weeks after commencement

Complete Feedback Session Form—Intern & Supervisor.

Send Feedback Session form to Manager Regional Junior Medical Programs (MRJMP)

Supervisor & Intern to retain a copy.

5 weeks after commencement

Mid Term Appraisal to take place.

Intern to complete Self Assessment Review Form.

Intern & Supervisor to complete Mid Term Appraisal Review Form.

Feedback Session Form to be completed by Intern & Supervisor.

Completed Forms to be sent to MRJMP who will send to DCT for sign off.

Supervisor & Intern to retain a copy.

<u>GP Term only</u>—Review of Term Description/Learning Objectives to occur—retain for End of Term Assessment.

10 weeks after commencement

End of Term Assessment Review to take place. Intern to complete Self Assessment Review Form.

Intern & Supervisor to complete End Term Assessment Review Form.

Feedback Session Form to be completed by Intern & Supervisor.

<u>GP Term Only</u>—Term Description/Learning Objectives Form to be reviewed (this is to be sent in only at the end of 2nd GP Rotation—retain during both terms for review).

End of Term Evaluation of Rotation to be completed

- NHW & AWH Rotations—Intern to complete Evaluation Form provided by the health service—copy to be sent to M2M.
- GP Term M2M End of GP Term Evaluation to be completed by Intern and returned to M2M (this will be done at end of each 10 week GP Term. A copy of this form is also to be sent to Bogong RTN as per PGPPP funding requirements.

Completed Forms to be sent to MRJMP who will send to DCT for sign off. Supervisor & Intern to retain a copy.

As the GP Rotation for Intern is 20 weeks duration, the Mid Term Appraisal process and the End of Term Assessment process is to be repeated at 15 week and 20 week timelines.