

Intern Training—Term Assessment

Intern will have attended the M2M Orientation Week at the commencement of the year.
 Intern will have completed Orientation processes with their rotation organisation.
 Intern has been given their "Intern Manual".
 Supervisors have been provided with the "Supervisors Manual"

GP Practice Rotation

During the first two weeks Intern & Supervisor to meet to discuss expectations of the rotation, learning objectives & areas of particular interest.
 M2M will provide Intern with an annual schedule providing details of due dates for assessments.

Mid Term Assessment

In the 20 week GP Rotation this occurs at the 5 week and 15 week points.
 Intern to arrange meeting time with Supervisor to conduct the Assessment.
 M2M will provide the intern with the "Intern Training—Term Assessment" form.
 Intern to complete the "Intern Rating" self assessment sections, then take this form with them to the Assessment meeting. Supervisor will then complete the "Supervisor Rating" Sections. If there are any 1 or 2 ratings the IPAP form is required to be completed—please refer to Performance Management Flowchart.

End Term Assessment

In the 20 week GP Rotation this occurs at the 10 week and 20 week points.
 Intern to arrange meeting time with Supervisor to conduct the Assessment.
 M2M will provide the intern with the "Intern Training—Term Assessment" form.
 Intern to complete the "Intern Rating" self assessment sections, then take this form with them to the Assessment meeting. Supervisor will then complete the "Supervisor Rating" Sections. If there are any 1 or 2 ratings the IPAP form is required to be completed—please refer to Performance Management Flowchart.

Core Rotation Health Service

Mid Term Assessment

Occurs at the 5 week point of rotation.
 Intern to arrange meeting time with Supervisor to conduct the Assessment.
 M2M will provide the intern with the "Intern Training—Term Assessment" form.
 Intern to complete the "Intern Rating" self assessment sections, then take this form with them to the Assessment meeting. Supervisor will then complete the "Supervisor Rating" Sections. If there are any 1 or 2 ratings the IPAP form is required to be completed—please refer to Performance Management Flowchart.

End Term Assessment

Occurs at the 10 week point of rotation.
 Intern to arrange meeting time with Supervisor to conduct the Assessment.
 M2M will provide the intern with the "Intern Training—Term Assessment" form.
 Intern to complete the "Intern Rating" self assessment sections, then take this form with them to the Assessment meeting. Supervisor will then complete the "Supervisor Rating" Sections. If there are any 1 or 2 ratings the IPAP form is required to be completed—please refer to Performance Management Flowchart.

Intern to return completed form to HMO Manager. HMO Manager will then forward a copy to Manager M2M Program and M2M Administration Assistant.

Ensure all forms are signed by the Supervisor & Intern on page 9.

All Assessments to be sent to Manager M2M and M2M Administration Assistant