

TERM DESCRIPTION GUIDELINES

A Term Description is a crucial document to guide JMO Education and Training at the Unit level. They are designed to provide important information to junior doctors regarding a particular rotation and are best regarded as a clinical job description. Supplementary information can also be provided to junior doctors at the outset of the term such as Clinical guidelines, protocols etc.

WHAT SHOULD BE IN A TERM DESCRIPTION?

Whilst Term Descriptions can vary from jurisdiction to jurisdiction there are certain components that are strongly recommended for inclusion:

- Clearly identified Term Supervisor
- Information regarding staff within the unit
- Description of the type of services provided within the Unit
- Description of what orientation will be provided and by whom
- Clear Learning Objectives
- Consideration of the components of the ACF which will be covered during the term
- Junior Doctor roles and responsibilities
- Clearly identified clinical Supervision for both within normal working hours and after hours and the way in which the junior doctor can access this information.
- Timetable for the JMO
- Unit Education opportunities – what is on and when?
- How feedback and assessment is provide and by whom?

The Workplace Implementation Working Group has developed a Term Description Template to assist those developing or updating their Term Descriptions. There are also examples of completed Term Descriptions to guide development. These can be found on the CPMEC website at www.cpmec.org.au

WHO SHOULD DEVELOP THE TERM DESCRIPTION?

The Term Description needs to be developed by the Term Supervisor. It is essential that it accurately reflects the educational experience offered by that term and as such it is not appropriate to be developed by Medical Education Staff such as the Director of Clinical Training or the Medical Education Officer or Unit Administration Staff. Input from previous JMOs and registrars may be beneficial particularly to ensure that it contains all the information they require.

WHEN SHOULD TERM DESCRIPTIONS BE REVIEWED?

Ideally Term Descriptions should be reviewed annually or when there has been a significant change at a Unit level e.g. new VMO staff appointed, change to casemix etc.