



**Postgraduate Medical Council of Victoria Inc.  
VICTORIAN JUNIOR MEDICAL OFFICER FORUM  
JMO FORUM CHARTER 2018**

The Victorian JMO Forum in Victoria aims to represent junior doctors' interests in prevocational education and training, accreditation and junior doctor wellbeing. The Postgraduate Medical Council of Victoria (PMCV) facilitates meetings of the JMO Forum. The Victorian Department of Health and Human Services provides funding to support meetings of the JMO Forum.

Specifically the Victorian JMO Forum will:

- a) provide an opportunity for hospital medical officers to meet with their peers and to discuss issues related to their education and training both to facilitate peer advice and also to bring relevant issues to the attention of the Council;
- b) provide hospital medical officer representation within the PMCV through involvement in key Council subcommittees to support the work of Council;
- c) facilitate communication and referral of issues to and from, relevant subcommittees to the PMCV Executive and Board as appropriate;
- d) provide JMO input into PMCV policy and projects in addition to that provided by Council subcommittees.

*Advisory:*

- i. To provide advice to the Board as appropriate on issues of relevance to prevocational education and training.
- ii. To provide advice on the recommendations from the annual National JMO Forum to relevant Council subcommittees for action as required.

*Operational:*

- iii. To provide representation to the National AJMOC (Australasian Junior Medical Officer Committee) (auspiced by the Confederation of Postgraduate Medical Education Councils (CPMEC) and provide reports of the meetings to PMCV subcommittees/work groups as appropriate.

*Promotion:*

- iv. To inform and educate key stakeholders of the mission and objectives of the Council;

*Professional development:*

- v. To enable members to participate, where possible, in research or a study relating to junior medical officer education and welfare and where appropriate, in PMCV project reference groups;
- vi. To enable members to identify and participate in professional development activities and opportunities for JMOs;

### **Chair and Deputy Chair /Co-Chairs (Board approved)**

- Chair 5 annual JMO Forums and co-chair the JMO/MEO meeting at annual PMCV Symposium
- Work with the Secretary/PMCV Education Manager to compile the agenda for all JMO Forums
- Distribute the agenda and minutes to all JMO Forum members in a timely manner (no later than one week prior to the meeting)
- Input into the review of the JMO Forum Charter annually
- Participate in PMCV/CPMEC functions and presentations as required
- Oversee member participation in JMO Forum-endorsed projects
- Maintain regular contact with JMO Forum Executive Committee between meetings
- Participate in 2-3 annual teleconferences and 2 face-to-face meetings of the Australasian JMO Committee (AJMOC)
- Compile the Victorian State Report for, and participate in, the annual National JMO Forum

### **2018 Prevocational National Forum, Melbourne**

The PMCV is hosting the 23<sup>rd</sup> National Forum in Melbourne in 2018 and the Chair and Deputy Chair will provide leadership of the Australian Junior Medical Officer Committee, the national committee of the Chairs of the state and territory JMO Forums. The Chair/Deputy Chair may also be a member of the Forum Scientific Committee.

### **Meetings**

#### JMO Forum- meeting dates

- 5 meetings annually
- Handover of Portfolio/subcommittee positions prior to the second JMO Forum of the year
- Handover of Chair/Co-Chair during the final meeting of the JMO Forum annually

The meeting dates for 2018 will be determined in consultation with the Chair and Deputy Chair.

#### JMO Forum Executive Committee

- Chair, Deputy Chair, Secretary, subcommittee and project representatives
- Outline and achieve at least one Annual Outcome, relevant to JMO interests and endorsed by PMCV. (This can, but does not have to, relate to the Portfolio)
- Prepare a written progress report on your Annual Outcome for at least two (2) JMO Forums (one of which must be to the last meeting of the JMO Forum in that year)
- Attend at least 4 of the 5 JMO Forums (either in person or via teleconference)
- Attend the majority of Executive Meetings in person or via teleconference (3-4 meetings)

#### JMO/MEO Forum meeting

- Held annually prior to the PMCV Medical Education Symposium in May (normally first Friday in May)

#### National Prevocational Medical Education Forum (includes the National JMO Forum)

- Held annually; (11-14 November, 2018, Melbourne).

#### Australasian JMO Committee (AJMOC) meetings

- Members include all state/territory JMO Forum chairs or delegates and CPMEC representative (Lucy McEwan; [lmcewan@cpmec.org.au](mailto:lmcewan@cpmec.org.au))
- 2-3 annual teleconferences, 2 face-to-face meetings (one usually in Melbourne; National Forum)