

PMCV Term Description Template and Guideline: Accreditation Committee endorsed template

Communique 24th May 2023

Following concerns raised on the 10th of May 2023 MEO Network meeting relating the PMCV Term Description template, PMCV developed an alternate Term Description template and invited representatives from both regional and metropolitan Health Services to provide feedback. During consultation PMCV received a Term Description template from one of the Health Services for consideration.

As a consensus was not reached on the statewide term description template, the decision was escalated to the delegated body - The Accreditation Committee (the Committee).

The Committee met on the 22nd of May 2023 and discussed the three Term Description template options:

- Option 1 – PMCV template released on 31st March
- Option 2 – PMCV template (based on MEO feedback); and
- Option 3 – Health Service template

The Committee discussed all options and determined that Option 1 – PMCV template released on the 31st of March is the endorsed template for Term Descriptions in the state of Victoria.

Health Services and/or individual units may choose to utilize the imported word bank or alternatively they can select 'other' to free text a specific learning objective.

EPAs and/or domains that will not be assessed during the term should be left blank or alternatively you can select 'not assessed' from the drop-down list.

The PMCV Term Description Template and Guideline can be accessed [here](#).

PMCV will facilitate a Term Description drop-in session at 1pm on Tuesday 30th May where we will do a step-by-step run-through of how to complete the Term Description template. PMCV encourages you to share the meeting invite with other staff members that will be involved in updating Term Descriptions.