

## COMMUNIQUE

### Mandatory Requirements for Term Discussions and Assessments under the revised National Framework

With the 2024 clinical year fast approaching, PMCV would like to remind health services of the mandatory term discussion and assessment requirements that come in to effect as of January 2024. This marks the formal implementation of PGY1 program requirements under the revised AMC National Framework.

#### Beginning of term discussion:

From 2024, all prevocational doctors (PGY1) are required to meet with their Term Supervisor at the beginning of each term. The AMC has developed a [beginning of term discussion template](#) which outlines the general principles of the discussion.

The beginning of Term Discussion can be considered to have two components:

- Orientation
- Goal Setting

Components of the orientation should include:

- Creating the culture and expectations of the unit
- Defining the supervision and key contact people
- Roles and responsibilities of the prevocational doctor (including key unit processes)
- Training and education opportunities
- Unit approach and expectations for completion of assessments

Health services are expected to monitor compliance across all accredited rotations. Until the ePortfolio is available, health services may determine their method of collecting this information.

As part of PMCV's process to support you in 2024, we will be continuing our regular 'pulse checks' with health services. In these discussions, PMCV will be asking for evidence of compliance. PMCV's recommended approach to this is creating a QR code which links to a digital form (MS Forms, Google Form, Jott form) that enables prevocational doctors to indicate:

- If they have received unit orientation (yes/no)
- If they have had a beginning of term discussion with the Term Supervisor (yes/no)
- One learning objective which is unit/supervisor driven. For example, suturing for a procedurally based rotation or development of concise relevant presentations for an undifferentiated illness rotation.
- One learning objective which is prevocational doctor specific. For example, may relate to a specific interest or carried over objective that intern has identified.

The beginning of term discussion is a new mandatory requirement, so it is important to ensure that all relevant staff are aware of this component of the overall assessment process. We recommend promoting to both Prevocational Doctor and Supervisor level.

If you require support with compliance, creating a digital form or QR code, please contact PMCV.

#### **Midterm assessment:**

From 2024, all prevocational doctors (PGY1) are required to undertake a formal midterm assessment each term. The purpose of this assessment is to provide timely feedback on the prevocational doctor's performance, to identify any specific learning needs that have emerged during the term, and to discuss how they can be addressed. It is strongly encouraged that prevocational doctors complete a self-assessment prior to this discussion.

The AMC has developed a national [Term Assessment form](#) which is to be utilised from 2024 until the ePortfolio is available. The health service may choose to utilise the paper-based form or transpose to an electronic version. The form should act as documentation to support the feedback conversation that has occurred between the supervisor and prevocational doctor.

The midterm assessment may be completed by the Primary or Day-to-day Clinical Supervisor; however, it is essential that the Term Supervisor is informed when the assessment has been completed and must be notified if progression or performance is not satisfactory. If any concerns are raised, the Medical Education Unit/DCT/SIT should also be notified early.

#### **End of term assessment:**

All prevocational doctors (PGY1) are required to receive a formal end of term assessment. The purpose of this assessment is to provide feedback on performance and evidence to support the decision by the Assessment Review Panel to progress the prevocational doctor to the next level of training at the end of the clinical year.

As with the midterm assessment, health services are required to utilise the new national term assessment form, which can be transposed into a digital format until the ePortfolio is available.

The end of term assessment should be completed by the Term Supervisor, and it is strongly encouraged that prevocational doctors complete a self-assessment prior to this discussion.

To encourage a longitudinal approach to learning, the prevocational doctor should be encouraged to share their learning objectives and feedback with their new Term Supervisor in their next rotation.

It is also recommended that the end of term discussion provides an opportunity to discuss:

- Feedback for the unit (including on training opportunities and culture)
- Future career directions
- Wellbeing