

Clinical Educators Network

Terms of Reference

Purpose

The purpose of the Clinical Educators Network (hereafter “the Network”) is to provide Directors of Clinical Training or equivalent roles in Medical Education a community of practice from which to share information, ideas, strategies and challenges.

Objectives

The objectives of the Network are:

- Increase peer and near-peer support for clinical educators across Victoria.
- Provide shared opportunities for problem solving in response to the implementation of the National Framework for Prevocational Medical Training.
- Guide clinical educators as to the shared ideas, strategies and challenges faced across prevocational medical training in Victoria.

Reporting

- The Network refers key issues to the PMCV Education Committee for discussion.
- The PMCV Education Committee will respond to any items raised by the Network as a standing item in their action log.

1. Membership

Chair

The role of the Chair is to:

- Chair meetings of the Clinical educators Network
- Represent the Clinical Educators Network and report to the PMCV Education Committee.
- Communicate effectively and work collaboratively with the Network’s membership.
- Approve the records of discussion and relevant correspondence from meetings within 10 working days of the session.

Guest Speakers

Guest speakers will be invited to provide background and subject matter expertise on a topic for discussion. Guest speakers may be invited from within the group or may be external to the group such as an Aboriginal and/or Torres Strait Islander Community member.

Delegates

Members will be by invitation only and will include up to three representatives from each Health Service.

The membership of the Network recognise that that are a diverse range of clinical educators with direct involvement with prevocational medical supervision. Roles of members may include:

- Directors of Clinical or Prevocational Training (DCT)
- Supervisors of Intern Training (SiT)
- Director of Prevocational Education (DPE)
- Director of Prevocational Training (DPT)
- Supervisor of HMO Training

Other Members

- Medical Director, PMCV
- Manager Education and Training, PMCV (Secretariat)
- Chief Executive Officer, PMCV

2. Conduct of Meetings

Meetings

A Network meeting will be held every two months which will be of 2 hours duration comprised of virtual and at least two in-person sessions.

The final meeting of the year will evaluate outcomes of the current year and determine plans for the following year. The 2024 schedule will be as follows:

Date	Time	Format
7 th March 2024	17:00 – 19:00	Virtual
6 th May 2024	17:00 – 19:00	Virtual
28 th June 2024	08:00 – 09:30	In-person, PMCV Offices
28 th Aug 2024	17:00 – 19:00	Virtual
1 st Nov 2024	13:00 – 17:00*	In-person PMCV Offices

*the final meeting will be 3-4 hours to allow for evaluation of outcomes

The Secretariat must give reasonable notice of every meeting of the Network (but not less than five working days).

Out of Session Correspondence

PMCV will setup a virtual chat room for Network discussion.

PMCV will also develop a newsletter or other periodic correspondence (final format TBD) and maintain a space for members to share resources and documents.

Members must apply the same level of confidentiality they would apply to patients, when discussing cases. Members are encouraged to utilise the out of session virtual space to share ideas, strategies and to maintain a health community of practice.

3. Documentation

Record-keeping

The Secretary must ensure that all records of all relevant information from meetings of the Network group are maintained including agenda, attachments, minutes, and correspondence for a period of 7 years.

The Secretary will maintain an action item listing which details each carried motion in the meeting requiring completion of task/s and responsible persons to complete the specific task/s. The updated listing to be tabled each meeting to update the committee as to the task/s progress and/or completions

4. Correspondence

In addition to structured meetings, members will be granted access to a virtual message board where they can share and discuss topics within a community of practice. The online space will be moderated by PMCV to ensure it adheres with privacy and confidentiality.

5. Privacy and Confidentiality

All members must maintain the highest standards of privacy and confidentiality at all times. Members must adhere to the Privacy Act 1988 when discussing information of a sensitive nature either online or in-person.

Version control

Version approved along with date of next review.

Version	Amendments by	Changes	Date
1			
2			

Approved by: PMCV Board

Next Review: 1 December, 2025

Date: 1 December, 2023
