

# Guideline for Prevocational Doctors Feedback

## Purpose

*The purpose of this guideline is to ensure that the process to obtain feedback from Prevocational Doctors is clear and robust to ensure that the Accreditation teams has the evidence to determine if the standards of accreditation are being met by health facilities.*

## Scope

Feedback is sought from Prevocational Doctors on rotations across the Health Service and its program partners prior to/during the PMCV Survey Visit, throughout the Conditions Monitoring Program as required, and in the event of raised concern/issue/matter of any prevocational doctor.

*Prevocational Doctors can provide feedback:*

- *by participating in a Prevocational Doctor Focus Group during the accreditation survey program - including during a visit, mid-cycle review or through the requirements of the Conditions Monitoring Program, OR*
- *by completing the [PMCV Prevocational Doctor Feedback Questionnaire](#) OR*
- *by directly contacting PMCV through either phone, email or the Web contact us page.*

## Target Audience:

Accreditation Team and Surveyors.

## Key Outcomes

The involvement of prevocational doctors in the PMCV accreditation process is vital. Key outcomes include, but are not limited to:

1. Feedback regarding accredited prevocational rotations across Health Services to inform the ongoing accreditation of the posts;
2. Feedback on the structure of the prevocational training program;
3. Ensure conditions of accreditation are being addressed and progressed by Health Services as required;
4. Feedback to investigate any concerns raised regarding prevocational education, training, supervision and/or well-being.

## Key Performance Indicators

1. 70% representation in the survey visit interviews for both levels of training. This 70% must include attendees across all units that include prevocational doctors.
2. 70% survey response required from prevocational doctors through the [PMCV Prevocational Doctor Feedback Questionnaire](#) for effective evaluation. This 70% must include attendees across all units that include prevocational doctors.

## Procedure

While the specific requirements for survey visit Focus Group or a conditions monitoring Focus Group differ slightly, the expectations regarding management processes apply to both.

### **Prevocational Doctor Focus Group**

- Interviews are conducted either in person, online, or blend of both.
- The facilitator (Survey Team/Accreditation Committee Representative/Clinical Lead) speaks confidentially with the Prevocational Doctors regarding their experience with current and previous rotations.
- Questions should target any outstanding conditions, concerns and recommendations.
- Overall feedback should have representation across all units that include prevocational doctors to validate any concerns or achievements.
- Outside of any outstanding conditions, concerns or recommendations, questions will be guided by the accreditation acronym WE SAY SO (see details below) which covers the standards of accreditation that need to be achieved.

### **Prevocational Doctor Questionnaires**

- Questionnaires are distributed via the health services lead contact from PMCV.
- Questions should target any outstanding conditions, concerns and recommendations.
- Overall feedback should have representation across all units that include prevocational doctors to validate any concerns or achievements.
- Outside of any outstanding conditions, concerns or recommendations, questions will be guided by the accreditation acronym WE SAY SO (see details below) which covers the standards of accreditation that need to be achieved.

### **Ad-hoc Feedback**

- In the event that not all units that include prevocational doctors are in attendance at a session, an additional interview time may be set up, either virtual or in person to gather feedback from that unit.
- In the event that there are no responses from a unit that include prevocational doctors within the questionnaire during the prescribed time, PMCV would request from the Health Service an extraordinary effort to gain feedback either via the questionnaire or within a focus group situation.

### **WE SAY SO:**

- Wellbeing & Safety
  - Overtime/Workload
  - Cultural Safety
- Education & Training
  - Protected teaching time (PGY1 only)
  - Accessibility/Communication/Effectiveness
- Supervision

- Regular meetings with Term supervisor and Clinical supervisor
- Assessment & Feedback
  - Beginning, Mid and End of Term Discussions
  - Sufficient feedback through the term
- Your Voice
  - Opportunities including involvement with your Health Service (i.e. Prevocational Doctors Feedback Sessions with Medical Education; Prevocational Doctors Advisory Committee)
- Satisfaction
  - Positive/negative aspects about your current/previous rotation/s
- Orientation
  - Sufficient (Health Service overview, Units, Relevant Staff)
  - Timeliness
  - ROVER and Peer to peer handover between terms
- Health Service as a whole

**Evaluation**

- Feedback received via the questionnaire process is collected by the PMCV Accreditation Team and collated into a Template display document in this folder [5. Templates](#)
- This document is then distributed to the Survey Team or Accreditation Committee to analyse the data provided prior to the survey visit/mid-cycle review to ascertain if there are any themes of concern that should be addressed during the visit or reviews. Feedback across these sources is de-identified and further evaluated for multi-source validation of prevocational doctor concerns/matters on the PGY1 and PGY2 rotations.

## Version Control

*Version approved along with date of next review.*

| Version | Amendments by         | Changes | Date       |
|---------|-----------------------|---------|------------|
| 1       | Accreditation Manager | New     | 05/04/2024 |
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Approved by

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Next Review

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Date

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