

Guide to Developing a Term Description Policy



Scope

This guideline has been developed to assist facilities complete a term description document, supported by an Australian Curriculum Framework (ACF) Checklist. The guideline applies to all accredited terms where junior medical officers (JMOs) are employed.

Context

The purpose of the term description is to provide information to JMOs regarding what they can expect to experience during the term, as well as operational information about how to perform duties and important contact details. Term descriptions are also used to provide information to relevant groups about the term, for example Canberra Region Medical Education Council (CRMEC) for accreditation.

Requirements for a term description

Developing a term description

The term description document contains key areas that should be adequately addressed, providing accurate and concise information regarding the term. These key areas include: the unique aims and objectives of the term, the orientation to the term, supervisors and significant staffing, a timetable for fostering and education activities, and assessment responsibilities.

The development of the term description document is **primarily the role of the term supervisor**. It is important that when incorporating information from other sources the text is carefully edited to ensure relevance. The Term Description Template provides information that assists in addressing the required criteria.

Making a term description concise

When writing a term description, a mix of paragraphs and dot points can be used to present information concisely and in an easy to read manner. The use of dot points is considered most appropriate when addressing criteria regarding the clinical duties and training and education opportunities for the JMO on the term. Please see an example below.

Example text

*While working on the ***** Unit, the intern will be working under the supervision and direction of the Registrar or Consultant. The demonstration of clinical initiative in undertaking ward duties is encouraged; however advice or direction should be sought from senior colleagues if unfamiliar with the routine management of any clinical problem or situation. In general terms the intern is responsible for the following ward duties:*

- *day-to-day care of patients allocated to the intern*
- *initial admission including comprehensive history and examination*
- *ordering and follow-up of baseline investigations*
- *formulation of a problem list and management plan*
- *initiation of therapeutic plan*
- *ordering of specific investigations/interventions and institution of management plans determined on Consultant and/or registrar ward rounds, and subsequent follow-up of results.*

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Updating of term descriptions regularly

Facilities should have a procedure in place to ensure term descriptions are reviewed regularly in line with the Accreditation Standards. Regular monitoring and review of term descriptions not only ensures the requirements of the ACF and college curricula are met but also ensures all relevant details and information for the term are current at accreditation visits.

Facilities should ensure that the term supervisor has had input into any updates of the term description, and has signed the term description.

The CRMEC hosts term descriptions on the CRMEC website – all updated term descriptions should be sent to the CRMEC for approval and hosting.

Related Documents

CRMEC has a number of guidelines that can assist facilities in the development of term descriptions. Please find the relevant CRMEC guidelines listed below at the CRMEC website.

- Supervision
- Assessment
- Education and Training Program & attendance and release from duties guideline

The Australian Curriculum Framework for Junior Doctors (ACF)

Facilities should ensure an ACF Checklist is completed for each term and accompanies the term description. The purpose of the ACF Checklist is to reflect the learning outcomes that the JMO should achieve throughout the term. The term description should explain how the outcomes ticked on the ACF Checklist will be achieved.

Definition of Terms

Facility – The institution or clinical setting which JMOs work and train. These organisations will usually be in hospitals but may be health care centres or supervised practice locations in community settings which have met CRMEC accreditation requirements for postgraduate trainee education.

Junior Medical Officer (JMO) – Means an intern, resident medical officer, registrar and senior registrar. Medical practitioner in their early prevocational years of clinical practice (PGY1, 2, 3, 4) who have not yet entered a vocational training program. For the purposes of this document JMO applies to PGY1 and PGY2.

Supervisor – A medical practitioner who supervises the intern while they are assessing and managing patients. The AMC defines a suitable intermediate clinical supervisor as someone with general registration and at least three years postgraduate experience. The primary clinical supervisor should be a consultant or senior medical practitioner.

Term Supervisor – The person responsible for intern orientation and assessment during a particular term. They may also provide clinical supervision of the intern along with other medical colleagues.

Term – a component of the intern training program, usually a nominated number of weeks in a particular area of practice. Also called clinical rotation, post or placement.

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Version control

<i>Policy 13: Developing a Term Description</i>				
Review date	Version	Updated by	Approved by	Changes made
November 2014	1.0	Manager	CRMEC	
May 2016	2.0	Manager	CRMEC	
August 2017	2.1	Admin	Manager	Formatting. Updated information on items included in a term description. Added that supervisors need to sign updates and CRMEC hosts term descriptions on the website.