

CRMEC Policy 14

Communication with Junior Medical Officers Policy



Scope

To outline communication strategy between Canberra Region Medical Education Council and junior medical officers.

Overview

The Canberra Region Medical Education Council (CRMEC) has delegated responsibility from the ACT Board of the Medical Board of Australia (ACTBMBA) and the ACT Minister for Health for the accreditation of all postgraduate medical education and training posts for junior medical officers (JMO) within the ACT Prevocational Network.

The CRMEC has procedures (see Process for Responding to Concerns) through which to manage concerns raised by JMOs regarding training supervision in facilities accredited by the CRMEC.

The CRMEC has responsibility for ensuring that JMOs are aware of the role of the CRMEC and the procedure for raising a concern or making a comment or compliment.

Process

CRMEC website

The CRMEC website will include a function through which JMOs and other concerned parties can raise a concern, comment or compliment regarding training supervision. This is the primary strategy through which communication is managed by CRMEC.

Concerns, comments and compliments submitted to the CRMEC website will be forwarded to the CRMEC Secretariat, who will engage the process outlined in Process for Responding to Concerns where appropriate.

Face-to-face communication

- The CRMEC Chair addresses new JMOs during orientation week and shares information regarding the role of the CRMEC, access to the CRMEC website and engagement as a representative on CRMEC committees as a part of orientation information. Where possible, the CRMEC Secretariat will attend orientation presentations and become known to JMOs, raising the profile of the CRMEC amongst trainees. The Chair's address is conducted via face-face or video link.
- The CRMEC Chair is engaged in JMO presentations throughout the year in an educator capacity. During these sessions the profile of the CRMEC and information regarding raising concerns, queries or compliments is reinforced.

Email communication

The CRMEC will engage with JMOs on a regular basis via email either directly, or indirectly through appropriate divisions within accredited facilities. Ongoing communication will include:

- Distribution of newsletters.
- Information regarding extended training opportunities.

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- Surveys or requests for response as they arise.

Definition of terms

Accreditation – Accreditation is the evaluation process used to assess the quality of prevocational medical education and training against established standards. It comprises compliance and quality improvement elements that are complementary to service delivery and training. The process ensures facilities and units offer appropriate education and training for prevocational junior medical officers and promote best practice.

Accreditation Visit Team – A group formed for the purpose of a specific accreditation survey. The composition of a team will depend on the size and role of the facility, and the training program it provides. The accreditation visit team will usually comprise three to six visitors, who may represent the following groups: Directors of Prevocational Education & Training, Clinicians, Junior Medical Officers, Medical Education Support Officers or Medical Administrators. Special expertise may be sought if particular issues have been identified prior to the accreditation visit.

Appeal – A request for review of a report made by an accreditation visit team or a recommendation of the Accreditation Committee, prior to the submission of the report to the ACTBMBA and/or Minister for Health and Wellbeing.

Appeals Committee – An independent group established by the Chair of the CRPMC (or nominee) responsible for reviewing the accreditation recommendations regarding the facility or unit making the appeal and any submissions made by the appellant.

CRMEC Accreditation Committee – the committee responsible for an efficient and effective accreditation process taking into account jurisdictional requirements, national program developments, and the needs of JMOs.

CRMEC Secretariat - Supports the functions of the CRMEC and its committees. The secretariat is committed to supporting the education and training of junior medical officers in the ACT Prevocational Network and supports the CRMEC in ensuring an open and transparent accreditation system.

Facility – The institution or clinical setting in which junior medical officers (JMO) work and train. These organisations will usually be hospitals but may be health care centres or supervised practice locations in community settings which have met accreditation requirements for JMO education and training.

Related documents

- Accreditation Policy
- Process for Responding to Concerns

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Version control

<i>Policy 14: CRMEC Communication with JMOs Policy</i>				
Review date	Version	Updated by	Approved by	Changes made
July 2016	1.0	Manager	CRMEC	
August 2017	1.1	Admin	Manager	Formatting, changed policy number