

GUIDELINES

INTRODUCTION

This form is to be used for end of term rotation feedback and assessment of all HMO prevocational doctors at Monash Health. The outcomes measured in the prevocational assessment form are based on the learning objectives of the Australian Curriculum Framework for Junior Doctors. The information in this form is **confidential**.

The objectives of this assessment are to:

- Provide prevocational Junior Doctors with feedback on their performance at the end of each term. It should only be used to aid learning and assist with professional development.
- Recognise good performance.
- Identify under performance and initiate a Performance Improvement Plan (PIP).

Use of information on this form:

- **The information in this form is confidential between the Junior Doctor and the Supervisor.**

Procedure for End of Term Assessment:

Actions for the Monash Doctors Education:

1. At Week 6-8 of every rotation distribute the assessment form to each individual Junior Doctor.
2. Email the Junior Doctor and the designated supervisor instructing them to arrange the formative assessment process.
3. Directors of Clinical Training to review assessments and follow up all cases in which performance is borderline or clearly below expected level
4. Collect and record all returned End of term assessment forms.

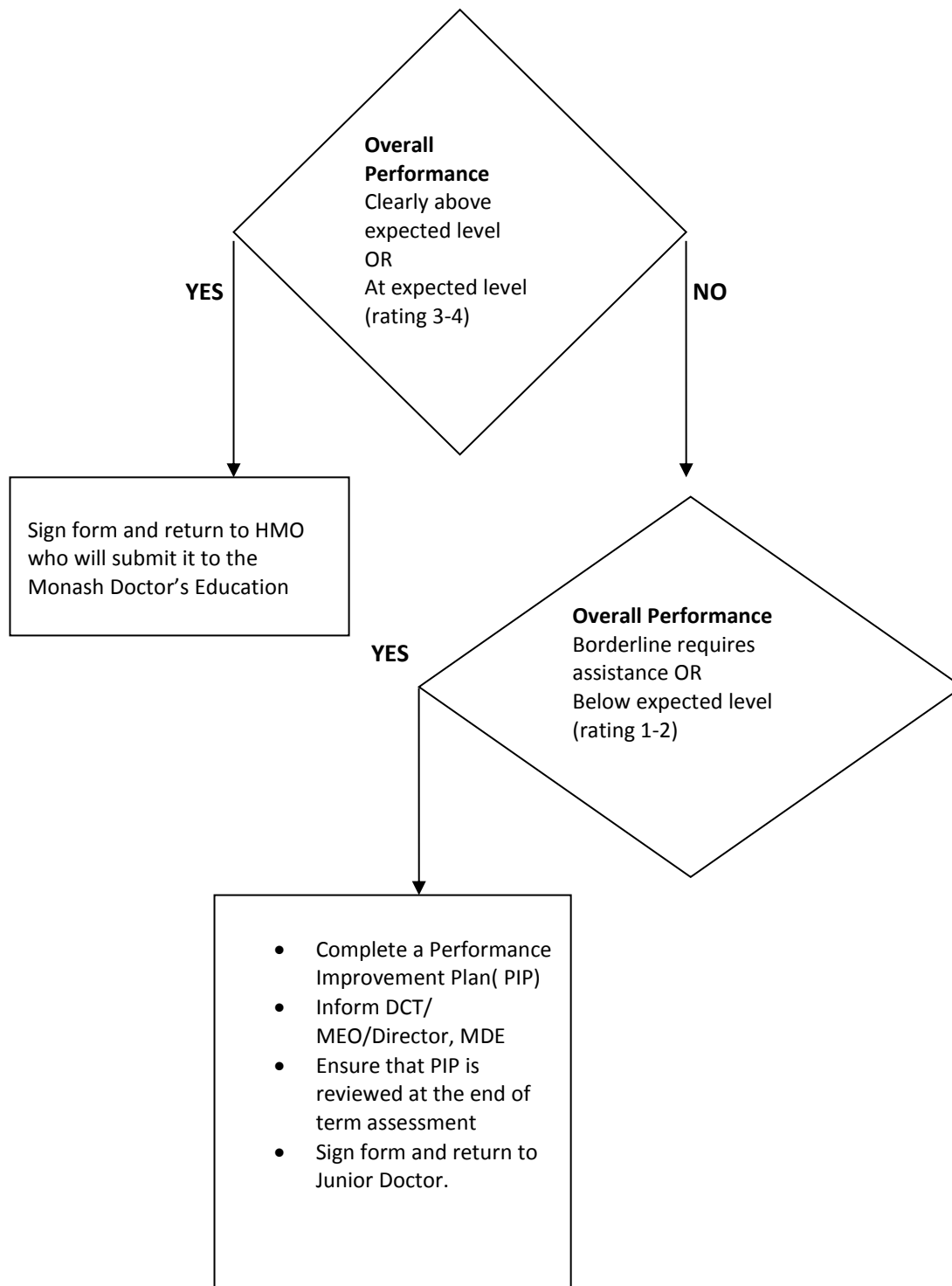
Actions for the Junior Doctor:

1. Complete sections 1 and 2 of the form.
2. Take the form to your supervisor at the scheduled time.
3. Discuss your performance with your supervisor and outline any training requirements you might have.
4. If the assessment results in a Performance Improvement Plan (see page 8) discuss the details with your supervisor and follow the plan.
5. Return the completed assessment to Monash Doctors Education (including for rural rotations) by email, fax, in person or via internal mail to Monash Doctors Education, Level 2, McCulloch House, Clayton
6. Ensure that you have a review date and name of the person responsible if a PIP has been completed.

Actions for the Designated Supervisor:

1. Schedule a meeting with the Junior Doctor in week 6 or 8 of the rotation.
2. Consult with other staff members about the performance of the Junior Doctor to form an overall opinion of performance.
3. At the meeting, review the self-assessment of the Junior Doctor and decide if you agree with it or not. Provide constructive feedback to trainee on strengths and areas requiring improvement.
4. Enter your own assessment and complete the form.
5. See following flow chart for actions to be taken once overall assessment has been decided.

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GUIDE TO RATING:

Prevocational Junior Doctors are rated against the expected performance of average trainees at an equivalent stage of training. This expectation will be higher in the fifth term than the first. Supervisors should consider all Junior Doctors as having completed internship with an Australian Medical School graduation or equivalent, such as AMC assessment.

1. **Below expected level (rating 1):** The Junior Doctor is substantially below the standard expected for someone at this stage of training and needs planned assistance to meet the standard before the end of term. If any rating is “Below expected level”, the term supervisor should consult the Director of Clinical Training (see contact details below) and the MDW Manager.
2. **Borderline/requires assistance (rating 2):** The Junior Doctor requires further development relative to the average trainee performing this term at this stage of training and needs planned assistance to meet the standard before the end of term. If any ratings are “Borderline/requires assistance” the term supervisor should consider consulting the Director of Clinical Training.
3. **At expected level (rating 3):** The Junior Doctor is performing at the level expected of someone at this stage of training.
4. **Clearly above expected level (rating 4):** The Junior Doctor is performing at a level that should be recognized and highly commended.

N/A Unable to assess or not observed

References:

1. Australian Curriculum Framework for Junior Doctors.
2. AMC Supervision Guidelines and Template for Supervision Reports for International Medical graduates (IMGs) in Australian Hospital, Community and General Practice Positions.
3. National PGY2/3- End of term appraisal review form.