

Monash Doctors – Junior Medical Staff Performance Assessment Procedure

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TARGET AUDIENCE and SETTING

All Monash Health Medical Staff

PURPOSE

This procedure outlines the process of performance assessments conducted for all Junior Medical Staff employed at Monash Health

PRECAUTIONS/CONTRAINDICATIONS

A Letter of Service from Monash Health may be needed by Hospital Medical Officers (HMOs) applying for vocational training and by doctors who are on limited registration who need to provide evidence to the Australian Health Practitioner Regulation Agency (AHPRA) to confirm satisfactory progress towards meeting the requirements for general registration or specialist registration.

Without completed assessments, Monash Health will be unable to provide a Letter of Service for professional Colleges or AHPRA.

End-of-term assessments must be signed by a Consultant.

PROCEDURE

Performance assessment

governance

All junior medical staff must have formal performance assessments conducted in accordance with this procedure. Records of assessments will be received, recorded and archived by the Monash Doctors Education Department.

An Assessment Review Group will be convened on a regular basis to review assessment processes and to assist with more complex decisions on remediation.

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Junior Doctor Grievance with assessment decisions:

If a junior doctor disagrees with an assessment outcome, they may seek informal resolution using a direct approach to their supervisor. If the junior doctor does not wish to speak to the supervisor directly or is not satisfied with the outcome, they can speak to their supervisor’s line manager (Unit Head, Deputy Program Director, Program Director) or the Director of Medical Services. Any formal complaint needs to be made in writing and the process is outlined in the *People and Culture Complaints and Grievances* procedure.

When a junior doctor meets with the Director of Clinical Training (DCT) (Medical Education) to discuss any performance improvement supports, the DCT will discuss any concerns the junior doctor may have related to assessment and provide reference to this policy, should the junior doctor wish to raise an assessment appeal.

The Director of Medical Services will:

1. Develop and maintain Monash Health Performance Assessment Policy and Procedure which reflect best practice and comply with regulatory requirements
2. Communicate performance assessment requirements to medical staff
3. Monitor and evaluate compliance with Performance Assessment policy
4. Convene the Monash Doctors Assessment Review Group, when required

The Director of Medical Education (or delegate) will:

1. Receive, record and store assessments
 2. Provide advice and/or support to the unit, supervisor and supervisee in education remediation strategies, according to the level of profession of the supervisee.

Unit/Department Head (or delegate) will:

1. Facilitate the process of performance assessment for all junior medical staff in their unit
2. Ensure that junior medical staff and supervisors in their unit are aware of performance assessment requirements
3. Monitor timely performance assessment completion by junior medical staff
4. Ensure that performance that is borderline or below expected level is identified and managed as per the Monash Health procedure [Performance management complaint or concern about the clinical competence of a junior medical staff member](#)

Supervisee will:

1. Discuss performance assessment requirements with allocated supervisor
2. Schedule performance assessment meetings with supervisor

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3. Where applicable, complete a self-assessment and discuss with supervisor
4. Provide feedback on training experiences
5. Submit completed assessment forms to the Monash Doctors Education Department

Specific assessment requirements

- **Interns:** All interns must submit a mid-term and end-of-term assessment for each of the 5 rotations they undertake
- **Pre vocational training HMOS:** All pre vocational training HMOS must undertake an end-of-term assessment and submit the forms for all rotations that are at least 8 weeks in duration and involve predominantly in-hours rostering. This means that nights, after-hour cover jobs and relief rotations (< 8 weeks) do not require a formal assessment to be submitted.
- **Registrars in vocational training:** Vocational training registrars undertake formal college assessments as part of their college training program. Vocational trainees are required to submit either a copy of that assessment form by December each clinical year or complete the Monash Health Registrar/CMO assessment form.
- **Registrars not in vocational training and Career Medical Officers (CMOs):** Unaccredited registrars and CMOs are required to undertake an assessment using the Monash Health Registrar/CMO assessment form and submit a copy of the form by December each clinical year

Monash Doctors Education Department will:

1. Maintain a record of term assessments for all junior medical staff
2. Report outcomes of assessments to appropriate committees and authorities
3. Provide education support where needed to assist in performance improvement

RELATED DOCUMENTATION

Junior Medical Staff Performance Assessment forms and guidelines can be found on the Monash Doctors Website on the Assessments page

<https://monashdoctors.org/assessments/>

REFERENCES

Intern training – Guidelines, resources and tools on intern training (Medical Board of Australia)

<https://www.medicalboard.gov.au/Registration/Interns/Guidelines-resources-tools.aspx>

KEYWORDS

Assessment, performance, medical, training, education, accreditation

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Document Governance	
Supporting Policy	Safe, Effective Patient Centred Care (Strategic) Policy People and Culture (Strategic) Evidence-based Clinical Care (Operational) Policy People and Culture Complaints and Grievances
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