

The objective of this document is to:

- Provide answers for frequently raised issues relating to the end of term assessments that are not directly about the HMO Assessment Form itself. For information on the HMO Assessment Form please refer to the “HMO – Junior Doctor Assessment Form”.

Specific Assessment Requirements: (as per PROMPT policy “Monash Doctors Junior Medical Staff Performance Assessment Procedure”)

HMOs (PGY2s and above): All HMOs must undertake an end of term assessment and submit the form for all rotations that are at least 4 weeks in duration. This means that nights, after-hour cover jobs and relief rotations (>4 weeks) do require a formal assessment to be submitted. If your rotation is less than 4 weeks then a formal assessment is not required.

Signatures:

- All assessments require a consultant’s signature. If a registrar is your supervisor, a Unit head or consultant should countersign the assessment. **Please ensure the form is also signed by yourself.**

Short rotations/Nights/After Hours and Relieving Rotations:

- These may include cover, nights, AH and relieving rotations. You may or may not have a consistent designated supervisor on site. An assessment and feedback session is still required for your own learning and establishment of future learning goals. If you cannot establish a supervisor in the first couple of weeks, please contact either the General Stream HMO Coordinator monashdoctors_generalstreamsupport@monashhealth.org or the Surgical HMO Manager

International Medical Graduates

- As an IMG you will require an assessment 1 month after commencement well as possible other additional assessments (or Work Performance Reports) to ensure your AHPRA requirements are met. If you are unsure of what is required of you please contact the IMG coordinator on MonashDoctors_IMG@monashhealth.org

BPT Program

- This will be managed by the BPT Manager. HMO term assessments will not be required.

Non- Monash Health Rotations:

- For Non Monash Health rotations please have the local Director of Clinical Training (DCT) or the Medical Education Officer (MEO) sign the form before submitting through the Monash Doctors website.

Return the assessment form:

- Submit your assessment via the Assessment Portal on the Monash Doctors Website: <http://monashdoctors.org/hmo-assessment-submission/>
- Ensure you keep a copy for yourself

Any issues: If you have any problems with any aspect of your rotation please contact the General Stream HMO coordinator monashdoctors_generalstreamsupport@monashhealth.org or the Surgical HMO Manager.