GUIDELINES- End of Term HMO Assessment Form

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 term assessment form are based on the learning objectives of the Australian Curriculum Framework for Junior Doctors.

IMGs: Please consult the IMG coordinator for further guidance on any additional assessments that maybe required.

The objectives of this assessment are to:

- Provide prevocational Junior Doctors with feedback on their performance at the end of each term

- Recognise good performance

- Identify under performance and initiate a Performance Improvement Plan (PIP)

Use of information on this form:

- The information in this form will be used to aid learning and assist with professional development

Procedure for End of Term Assessment:

Actions for the Junior Doctor:

1. Download the HMO – Junior Doctor Assessment form from: https://monashdoctors.org/hmo-assessment-submission/

2. Complete sections 1 and 2 of the form

3. Take the form to your supervisor at a mutually agreed time to discuss your performance with you and outline any training requirements you might have

4. Ensure you have both signed the form upon completion

5. Upload your completed assessment via the Monash Doctors website "Assessment tab" upload icon and make sure you save a copy for yourself
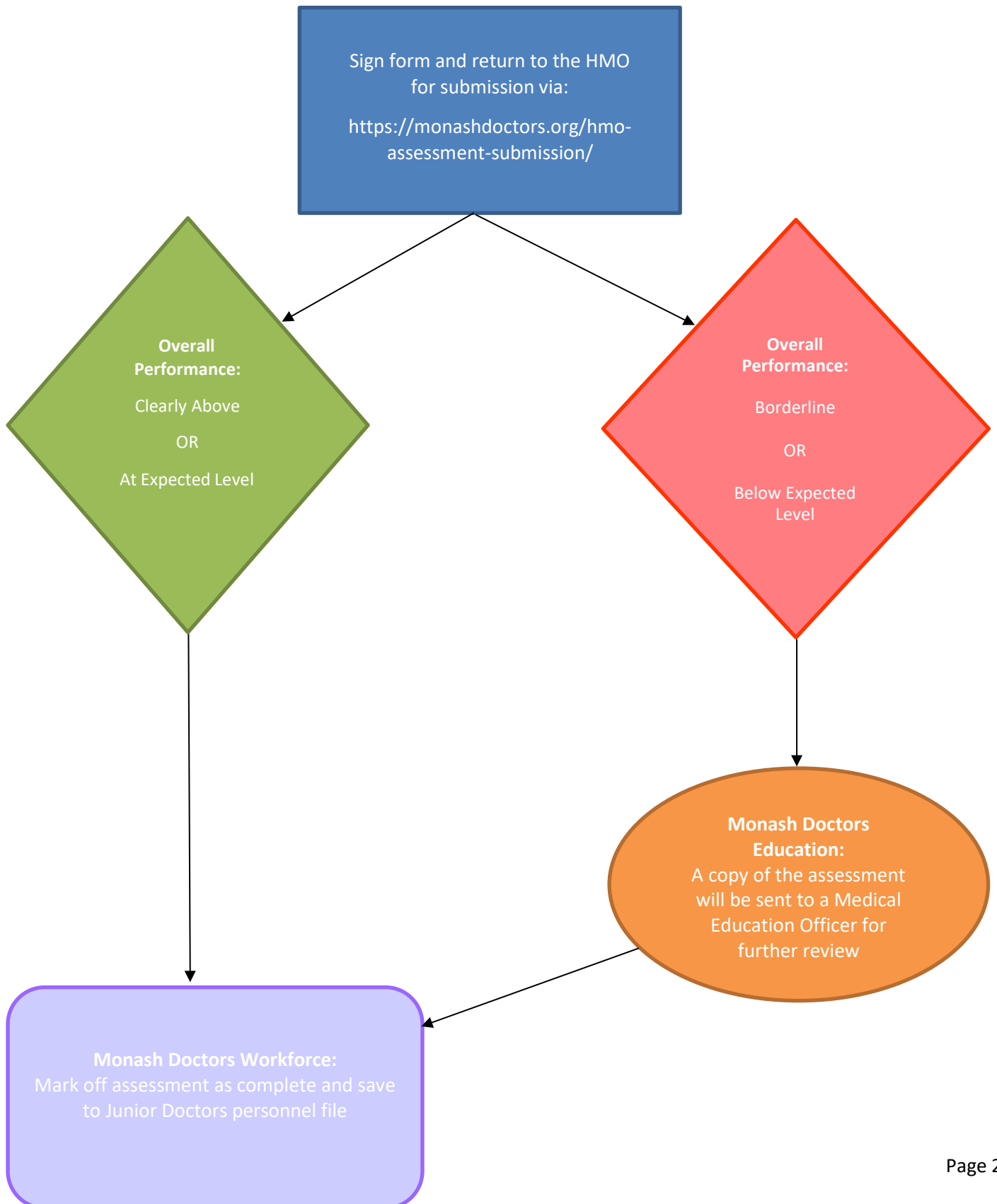

Actions for the designated Supervisor:

1. Schedule a meeting with the Junior Doctor towards the end of their rotation in the unit

2. Consult with other staff members about the performance of the Junior Doctor to form an overall opinion of performance

3. At the meeting with the Junior Doctor, review the self-assessment and decide if you agree or not. Provide constructive feedback to trainee on strengths and areas requiring improvement

4. Enter your own assessment, complete and sign the form

See following flow chart for actions to be taken once overall assessment has been decided

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Assessment submission flowchart:

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Sign form and return to the HMO
for submission via:

https://monashdoctors.org/hmo-
assessment-submission/
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Overall Performance:

Clearly Above

OR

At Expected Level

Overall Performance:

Borderline

OR

Below Expected Level

Monash Doctors Education:
A copy of the assessment will be sent to a Medical Education Officer for further review

Monash Doctors Workforce:
Mark off assessment as complete and save to Junior Doctors personnel file

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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 (contactable through Monash Doctors Education) and the relevant 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 (contactable through Monash Doctors Education) and the relevant MDW Manager.

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.

5. **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.