

## Monash Doctors Education JMS Education & Training Committee Terms of Reference 2023

### Committee Purpose

The purpose of the committee is to represent Junior Medical Staff (JMS) views and feedback to the development, implementation and evaluation of education programs provided by Monash Doctors Education (MDE) for JMS. MDE is committed to establishing and evaluating excellence in junior doctor education. This committee holds responsibilities to contribute to quality improvement initiatives through consultation between MDE and junior doctors; assessing and meeting learning needs, and PMCV education and training requirements.

### Committee Aims

- To evaluate and contribute feedback for the improvement of current education and training programs
- To create a platform supporting Junior Doctors to contribute ideas for quality improvement initiatives relating to JMS education and training. This may lead to publication and conference submission opportunities
- To support and provide committee members with opportunity to develop their teaching skills
- To foster positive relationships and open communication between Junior Medical Staff and Monash Doctors Education

### Meeting Program

- Meetings are 1 hour long and held 6 weekly
- Meetings will be held at via MS teams and when required at Monash Medical Centre Clayton
- Contributions will be welcomed, such as teleconferencing and email correspondence, where attendance at meetings is not possible

### Membership

Standing committee representative will include:

- representatives from MDE ( MEOs, Manager, Director Medical Education Unit)
- the HMO on rotation to the Innovation and Quality Medical Officer
- the Medical Administration Registrar

Remaining committee members (16) will be made up of Monash Health Interns and HMO's. Intern and HMO committee representatives will be determined by an online self-nomination expression of interest application process.

Two successful intern applicants and two successful PGY2+ applicants will be approached to represent Monash Health in the PMCV JMO forum. **Applicants are required to indicate on their application if they wish to be considered for the PMCV JMO forum.**

## Education & Training Committee Intern and HMO Member Requirements

- Is a member of the JMS that has a demonstrated interest in both the education and training of junior doctors
- Your attendance is expected at each meeting. Of course, consideration is made for annual leave, night shift or other important reasons. However if two meetings are missed for any other reason and we are not informed, your position on the committee will be reviewed.
- Active participation in at least one Quality Improvement or Education and Training project that may require attendance at subcommittee discussions.
- Avail themselves where possible for Quality initiatives that may require meetings/email correspondence outside the scheduled committee meetings

## Benefits of JMS Education & Training Committee membership

- The opportunity to report real issues of both positive and negative natures that affect JMS in and out of work to Medical Education staff
- The opportunity to utilise other Junior Medical staff and the education team to assist you with any personal projects, work queries or research you may be doing
- Participate in informal networking opportunities with other Junior Medical staff as well as Medical Education staff
- Participation in professional Development opportunities around teaching and supervision
- Eligibility for nomination for the PMCV awards based on your membership and contribution to education and training of JMS

## PMCV JMO Victoria Member Requirements

JMO Victoria (formerly known as JMO Forum Victoria) is a team of junior doctors who represent, advocate for, and support all junior doctors in Victoria.

JMOs can often feel like they're alone and that their voices aren't heard in the healthcare service. Pair that with the long and often-complicated process of medical education and training, and it can be a daunting experience.

In order to overcome these challenges and provide a supportive community for other JMOs, JMO Victoria was formed. We advocate for and support all JMOs by assessing, escalating, and improving the professional development, training needs and the welfare of other junior doctors.

### **The responsibilities of the four (4) JMO Victoria Health Service Representatives include:**

- Attendance at JMO Victoria (either in person or teleconferencing)
- Reporting back to the MEO/HMO Manager about issues raised at each Forum (This forms part of a standard agenda item for each JMO E&T meeting held at Monash Health)
- Reporting back to the local HMO society committees and/or clinical redesign HMOs (where applicable)
- Involvement in projects endorsed by the JMO Victoria
- Seeking attendance at the 2023 Australian and New Zealand Medical Education & Training Forum <https://cpmec.org.au/forum/>
- Meeting the attendance requirements of the hospital based JMO E&T committee requirements as noted above.