

# Prevocational Training

## Term Assessment Form for Interns

**Note:** This form has been altered to better support paper-based introduction of the term assessment form in 2024. This form will be translated into an online version prior to implementation of an e-portfolio. Most of the details in the form will be prepopulated in the e-portfolio, or entered by the prevocational doctor.

Prevocational doctor (Intern) details		Term details	
Name:		From: (dd/mm/yyyy):	
Monash Health Employee no:		To: (dd/mm/yyyy):	
Assessment type		Clinical Unit and Site:	
<input type="checkbox"/> Mid-term	<input type="checkbox"/> End-of-term	PGY: 1 (Intern)	Term: ____ of _5__

Sources of information used to complete this form (PLEASE TICK)			
Consultation with/feedback from:	<input type="checkbox"/> Supervisor/Consultant	<input type="checkbox"/> Registrars	<input type="checkbox"/> Allied health professionals
	<input type="checkbox"/> Nursing Staff	<input type="checkbox"/> Other specialists	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> EPAs (as data points and as a point of discussion)			
<input type="checkbox"/> PGY1/ PGY2 record of learning (progress against outcome statements)			

### About this form

The purpose of this form is to provide feedback to the prevocational doctor on their performance to support their learning and to support assessment review panel decisions about satisfactory completion of PGY1. The form is to be completed by the term supervisor and the prevocational doctor at the mid-point in the term and at the end of the term. Other clinical supervisors, including registrars, may conduct or contribute to the mid-term and end-of-term assessments with final sign off of each assessment completed by the supervising consultant or prevocational unit supervisor.

### Instructions for prevocational doctors

Complete the self-assessment section for each Domain of this form before assessment meetings and be prepared to discuss your reflections with your supervisor at those meetings. Refer back to your learning objectives agreed on at your Beginning of Term discussion and consider how you are progressing towards your objectives in each Domain.

### Instructions for supervisors

Complete and discuss the form with the prevocational doctor. Consider the prevocational doctor's self-assessment and the observations of others in the discussion. The supervisor should:

- **Identify the observed outcome statements that the assessment of the Domain has been based on by **ticking the appropriate boxes.****
- Assign a rating for the PGY1 doctor's performance against each Domain, taking into consideration the expected performance at the individual's level of training.
- A Domain rating of 3 indicates that all **observed** outcome statements within the Domain would be rated a 3 individually.
- Domain ratings of 1 or 2 will require further information about which specific outcomes were inconsistently met.
- A not observed rating will require further information about which outcomes were not observed and whether supplementary evidence was provided, e.g. attendance at a course.
- Liaise with the Monash Doctors Education (MDE) team when a prevocational doctor requires additional support in order to meet the required standard (i.e. when the prevocational doctor is assigned ratings of 1 or 2 for one or more items, or at the supervisor's discretion).
- For the end-of-term assessment, assign a global rating of progress towards completion of PGY1. Review any existing improving performance plan to determine if it has been completed, or if ongoing actions are required.

## Domain 1: Clinical practice - The prevocational doctor as practitioner

Observed	Not Observed	The assessment of this Domain is based on the following outcomes:
<input type="checkbox"/>	<input type="checkbox"/>	1.1 <b>Patient safety:</b> Place the needs and safety of patients at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective clinical handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.
<input type="checkbox"/>	<input type="checkbox"/>	1.2 <b>Communication:</b> Communicate sensitively and effectively with patients, their family/carers, and health professionals applying the principles of shared–decision making and informed consent.
<input type="checkbox"/>	<input type="checkbox"/>	1.3 <b>Communication - Aboriginal and Torres Strait Islander patients:</b> Demonstrate effective culturally safe interpersonal skills, empathic communication, and respect, within an ethical framework, inclusive of Indigenous knowledges of well-being and health models to support Aboriginal and Torres Strait Islander patient care.
<input type="checkbox"/>	<input type="checkbox"/>	1.4 <b>Patient assessment:</b> Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patients' health and other relevant issues.
<input type="checkbox"/>	<input type="checkbox"/>	1.5 <b>Investigations:</b> Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of cost-effectiveness.
<input type="checkbox"/>	<input type="checkbox"/>	1.6 <b>Procedures:</b> Safely perform a range of common procedural skills required for work as a PGY1 or PGY2 doctor.
<input type="checkbox"/>	<input type="checkbox"/>	1.7 <b>Patient management:</b> Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and the health care team.
<input type="checkbox"/>	<input type="checkbox"/>	1.8 <b>Prescribing:</b> Prescribe therapies and other products including drugs, fluid, electrolytes, and blood products safely, effectively and economically.
<input type="checkbox"/>	<input type="checkbox"/>	1.9 <b>Emergency care:</b> Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients.
<input type="checkbox"/>	<input type="checkbox"/>	1.10 <b>Utilising and adapting to dynamic systems:</b> Appropriately utilises and adapts to dynamic systems and technology to facilitate practice, including for documentation, communication, information management and supporting decision-making.

[If any of the above outcomes were NOT observed please identify: a) which outcome and b) whether additional evidence was provided against that outcome (e.g. attendance at a course)]

## Domain 1 Intern Self-assessment

*[Intern - Complete this section before assessment meetings and discuss it with your supervisor at those meetings. Reflect on performance in this Domain. Consider your strengths, any evidence or examples of these strengths, areas where you could benefit from additional experience, and the possible ways in which you could gain this experience.]*

## Domain 1 Supervisor rating overall

1 <input type="checkbox"/> Rarely met	2 <input type="checkbox"/> Inconsistently met	3 <input type="checkbox"/> Consistently met	4 <input type="checkbox"/> Often exceeded	5 <input type="checkbox"/> Consistently exceeded
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## Domain 1 Supervisor Feedback

*[Supervisor-Free text for Supervisor to provide global feedback about the Domain. Please identify which outcome statements this feedback relates to. If a rating of 1 or 2 is selected, please specify which outcome/s were inconsistently or rarely met.]*

## Domain 2: Professionalism and leadership

The prevocational doctor as a professional and leader

Observed	Not Observed	The assessment of this Domain is based on the following outcomes:
<input type="checkbox"/>	<input type="checkbox"/>	2.1 <b>Professionalism:</b> Demonstrate ethical behaviours and professional values including integrity; compassion; self-awareness, empathy; patient confidentiality and respect for all.
<input type="checkbox"/>	<input type="checkbox"/>	2.2 <b>Self-management:</b> Identify factors and optimise personal wellbeing and professional practice, including responding to fatigue, and recognising and respecting one's own limitations to mitigate risks associated with professional practice.
<input type="checkbox"/>	<input type="checkbox"/>	2.3 <b>Self-education:</b> Demonstrate lifelong learning behaviours and participate in, and contribute to, teaching and supervision and feedback.
<input type="checkbox"/>	<input type="checkbox"/>	2.4 <b>Clinical responsibility:</b> Take increasing responsibility for patient care, while recognising the limits of their expertise and involving other professionals as needed to contribute to patient care.
<input type="checkbox"/>	<input type="checkbox"/>	2.5 <b>Teamwork:</b> Respect the roles and expertise of healthcare professionals, learn and work collaboratively as a member of an inter-professional team.
<input type="checkbox"/>	<input type="checkbox"/>	2.6 <b>Safe workplace culture:</b> Contribute to safe and supportive work environments, including being aware of professional standards and institutional policies and processes regarding bullying, harassment and discrimination for themselves and others.
<input type="checkbox"/>	<input type="checkbox"/>	2.7 <b>Culturally safe practice for Aboriginal and Torres Strait Islander patients:</b> Critically evaluate cultural and clinical competencies to improve culturally safe practice and create culturally safe environments for Indigenous communities. Incorporate into the learning plan strategies to address any identified gaps in knowledge, skills, or behaviours that impact Aboriginal and Torres Strait Islander patient care.
<input type="checkbox"/>	<input type="checkbox"/>	2.8 <b>Time management:</b> Effectively manage time and workload demands, be punctual, and show ability to prioritise workload to manage patient outcomes and health service functions.

[If any of the above outcomes were NOT observed, please identify: a) which outcome and b) whether additional evidence was provided in the record of learning against that outcome (e.g. attendance at a course)]

## Domain 2 Intern Self-assessment

*[Intern-Free text for intern to reflect on performance in this Domain. Complete this section before assessment meetings and discuss it with your supervisor at those meetings. Consider your strengths, any evidence or examples of these strengths, areas where you could benefit from additional experience, and the possible ways in which you could gain this experience.]*

## Domain 2 Supervisor rating overall

1 <input type="checkbox"/> Rarely met	2 <input type="checkbox"/> Inconsistently met	3 <input type="checkbox"/> Consistently met	4 <input type="checkbox"/> Often exceeded	5 <input type="checkbox"/> Consistently exceeded
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## Domain 2 Supervisor feedback

*[Supervisor-Free text for Supervisor to provide global feedback about the Domain. Please identify which outcome statements this feedback relates to.] [If a rating of 1 or 2 is selected, please specify which outcome/s were inconsistently or rarely met.]*

### Domain 3: Health and society - The prevocational doctor as a health advocate

Observed	Not Observed	The assessment of this Domain is based on the following outcomes:
<input type="checkbox"/>	<input type="checkbox"/>	3.1 <b>Population health:</b> Incorporate disease prevention, appropriate and relevant health promotion and health surveillance into interactions with individual patients. Including screening for common diseases, chronic conditions, and discuss healthcare behaviours with patients.
<input type="checkbox"/>	<input type="checkbox"/>	3.2 <b>Whole of person care:</b> Apply whole of person care principles to clinical practice, including consideration of a patient's physical, emotional, social, economic, cultural and spiritual needs and their geographical location. Acknowledging that these factors can influence a patient's description of symptoms, presentation of illness, healthcare behaviours and access to health services or resources.
<input type="checkbox"/>	<input type="checkbox"/>	3.3 <b>Cultural safety for all communities:</b> Demonstrate culturally safe practice with ongoing critical reflection of health practitioner knowledge, skills, attitudes, practicing behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism and discrimination.
<input type="checkbox"/>	<input type="checkbox"/>	3.4 <b>Understanding biases:</b> Demonstrate knowledge of the systemic and clinician biases in the health system that impact on the service delivery for Aboriginal and Torres Strait Islander peoples. This includes understanding current evidence on systemic racism as a determinant of health and how racism maintains health inequity.
<input type="checkbox"/>	<input type="checkbox"/>	3.5 <b>Understanding impacts of colonisation and racism:</b> Demonstrate knowledge of the ongoing impact of colonisation, intergenerational trauma and racism on the health and wellbeing of Aboriginal and Torres Strait Islander peoples.
<input type="checkbox"/>	<input type="checkbox"/>	3.6 <b>Integrated healthcare:</b> Partner with the patient in their healthcare journey, recognising the importance of interaction with and connection to the broader healthcare system. Where relevant, this should include communicating with caregivers and other health professionals.

[If any of the above outcomes were NOT observed, please identify: a) which outcome and b) whether additional evidence was provided in the record of learning against that outcome (e.g. attendance at a course)]

### Domain 3 Intern Self-assessment

*[Free text for intern to reflect on performance in this Domain. Complete this section before assessment meetings and discuss it with your supervisor at those meetings. Consider your strengths, any evidence or examples of these strengths, areas where you could benefit from additional experience, and the possible ways in which you could gain this experience.]*

### Domain 3 Supervisor rating overall

1 <input type="checkbox"/> Rarely met	2 <input type="checkbox"/> Inconsistently met	3 <input type="checkbox"/> Consistently met	4 <input type="checkbox"/> Often exceeded	5 <input type="checkbox"/> Consistently exceeded
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### Domain 3 Supervisor Feedback

*[Free text for Supervisor to provide global feedback about the Domain. Please identify which outcome statements this feedback relates to.] [If a rating of 1 or 2 is selected, please specify which outcome/s were inconsistently or rarely met.]*

## Domain 4: Science and scholarship

### The prevocational doctor as scientist and scholar

Observed	Not Observed	The assessment of this Domain is based on the following outcomes:
<input type="checkbox"/>	<input type="checkbox"/>	4.1 <b>Knowledge:</b> Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations in a variety of stages of life and settings.
<input type="checkbox"/>	<input type="checkbox"/>	4.2 <b>Evidence-informed practice:</b> Access, critically appraise and apply evidence from the medical and scientific literature to clinical and professional practice.
<input type="checkbox"/>	<input type="checkbox"/>	4.3 <b>Quality assurance:</b> Participate in quality assurance and quality improvement activities such as peer review of performance, clinical audit, risk management and incident reporting and reflective practice.
<input type="checkbox"/>	<input type="checkbox"/>	4.4 <b>Advancing Aboriginal and Torres Strait Islander Health:</b> Demonstrate a knowledge of evidence informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

[If any of the above outcomes were NOT observed, please identify: a) which outcome and b) whether additional evidence was provided in the record of learning against that outcome (e.g. attendance at a course)]

## Domain 4 Intern Self-assessment

*[Free text for intern to reflect on performance in this Domain. Complete this section before assessment meetings and discuss it with your supervisor at those meetings. Consider your strengths, any evidence or examples of these strengths, areas where you could benefit from additional experience, and the possible ways in which you could gain this experience.]*

## Domain 4 Supervisor rating overall

1 <input type="checkbox"/> Rarely met	2 <input type="checkbox"/> Inconsistently met	3 <input type="checkbox"/> Consistently met	4 <input type="checkbox"/> Often exceeded	5 <input type="checkbox"/> Consistently exceeded
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## Domain 4 Supervisor Feedback

*[Free text for Supervisor to provide global feedback about the Domain. Please identify which outcome statements this feedback relates to.][If a rating of 1 or 2 is selected, please specify which outcome/s were inconsistently or rarely met.]*

## Global rating

Assign a global rating of progress towards completion of PGY1. In assigning this rating, consider the prevocational doctor's ability to practise safely, work with increasing levels of responsibility, apply existing knowledge and skills, and learn new knowledge and skills during the term.

Global rating	
<input type="checkbox"/> Satisfactory	The prevocational doctor has met or exceeded performance expectations for the level of training during the term.
<input type="checkbox"/> Conditional pass* (borderline)	Further information, assessment and/or remediation will be required before deciding that the prevocational doctor has met performance expectations for the level of training during the term.
<input type="checkbox"/> Unsatisfactory*	The prevocational doctor has not met performance expectations for the level of training during the term.

\*If the global rating is a conditional pass or unsatisfactory– [keep a copy of the form and contact MDE \(details below\)](#)

Please provide feedback on the following:

Strengths
Areas for improvement
Additional Support
If you feel a prevocational doctor requires additional support (wellbeing, procedural or clinical), please contact Monash Doctors Education unit via <a href="mailto:mededucation@monashhealth.org">mededucation@monashhealth.org</a> or 9594 3743

### Intern of the Year Nomination - for Supervisor use only: (Terms 1-4 END OF TERM ONLY)

To encourage and reward outstanding clinical performance, the Monash Health SMS Staff association provides an Excellence award for the most outstanding Intern of the Year.

Would you like to nominate this Intern?

Yes  No

To assist with shortlisting, please summarise the top 3 reasons for this nomination

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Term Supervisor \***

Name (PRINT CLEARLY PLEASE)

Employee Number (Email if Rural)

Signature

Position

\* If completed by a registrar then the supervising consultant must oversee and countersign.

Date

/  /

Day Month Year

**Supervising Consultant (If completed by Registrar)**

Name (PRINT CLEARLY PLEASE)

Employee Number (Email if Rural)

Signature

Date

/  /

Day Month Year

**Prevocational Doctor (Intern)**

I (insert name) \_\_\_\_\_ confirm that I have discussed the above report with my Term Supervisor or delegate. I know that if I disagree with any points I may respond in writing to the Director of Medical Services, Monash Doctors Workforce within 14 days.

Signature

Date

/  /

Day Month Year

**Additional comments**

**Submission of form**

Please upload to Monash Doctors website via link: <https://monashdoctors.org/intern-assessment-submission-2>

**Relevant documents**

Relevant documents are available on the AMC website: <https://www.amc.org.au/framework/>

**For Junior Doctor (Intern) use**

If you want to find out more about procedural skills, clinical skills, wellbeing or general support, please contact the Monash Doctors Education team via this QR code or at [mededucation@monashhealth.org](mailto:mededucation@monashhealth.org)

This contact is confidential and independent of term assessments. Support is available to any Monash Health intern or HMO. Please click on the QR code below:

