

Document Number: CRMEC Policy 13

Document Name: Term Descriptions

Scope

Prevocational education and training programs (ETPs) must comply with the Australia Medical Council’s (AMC) *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms* (the National Standards) and the national *Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms*. During the accreditation process, Health services may be granted provisional accreditation. The role of the Canberra Region Medical Education Council (CRMEC) is to determine whether health services delivering ETPs in the Canberra training region meet these standards, to award accreditation and to monitor accreditation status.

As a part of its processes, CRMEC monitors accredited terms by reviewing the term description. This purpose of this policy is to outline the components that must be included in a term description in the ACT training region, the processes used by the CRMEC to monitor term experiences and the responsibilities for completion and review of term descriptions.

Purpose of a Term Description

The purpose of a term description is to:

- Outline the education and learning experiences available in a training term for junior doctors, supervisory team and term accreditors,
- Confirm the individuals responsible for providing supervision for the junior doctor workforce and outline their roles in education, assessment and orientation, and
- Provide information to junior doctors regarding what they can expect during the term with respect to the core body of their work, work hours and rostering and learning opportunities,
- Confirm information required by the medical education administration team to ensure all interns and resident are receiving a training program constructed of training terms that meet the National Standards and National Requirements.

Term Description Content Requirements

To attain accreditation by the CRMEC as a prevocational training term (PGY1 or PGY2 level), a term description template must be completed, submitted to the CRMEC, and reviewed and approved by the CRMEC Accreditation Committee (see *Term Description Approval* below).

The CRMEC’s term description template is based on the requirements established by the AMC and addresses the mandatory information in the national requirements for prevocational training terms.

Term description content	Description
Term name	General name that describes the term. This information is recorded on the <i>CRMEC Register of Accredited Terms</i> .
Term specialty	It is a national requirement for training programs that PGY1 doctors spend a maximum of 50% of their training program (i.e. two terms) in any one specialty. It is a national requirement for training programs

Term description content	Description
	<p>that PGY1 doctors spend a maximum of 25% (i.e. one term) in any specific subspecialty.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i> and must be approved by the CRMEC Accreditation Committee.</p>
Location	The place the prevocational doctor will be working.
Clinical experience classification	<p>The term description must identify a minimum of one and a maximum of two) clinical experience areas using the categorisation mandated nationally:</p> <ul style="list-style-type: none"> • A: Undifferentiated illness patient care • B: Chronic illness patient care • C: Acute and critical illness patient care • D: Peri-procedural patient care • E: Non-clinical (only PGY2, e.g. research) <p>Defining the clinical experience enables the medical administration team to develop a training program for each prevocational doctor that meets the national requirements. These requirements proscribe a PGY1 program includes exposure to a term of each of the experiences at A-D. The national requirements These requirements proscribe a PGY1 program includes exposure to a term of each of the experiences at A-C and no more than one exposure classified as E.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i> and must be approved by the CRMEC Accreditation Committee.</p>
Service term status	<p>A service term refers to a term with discontinuous learning experiences (e.g. limited access to the formal education program or regular unit learning activities and/or lesser or discontinuous overarching supervision (e.g. a relief term where a prevocational doctor rotates through multiple specialties within a period of time or a ward-based nights term).</p> <p>The national requirements proscribe a maximum time spent in service terms of no more than one term in a four-term year for PGY1 and a maximum of 25% of the year for PGY2.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i> and must be approved by the CRMEC Accreditation Committee.</p>
Term duration	In the ACT region, terms are usually one term (12-14 weeks depending on the term dates). Alternative and flexible term structures are eligible for accreditation where they are considered to meet the national requirements and provide an acceptable training experience.
Accreditation details	<p>The section may be left blank for completion by the CRMEC.</p> <p>The section details the number of training positions in the term (i.e. the maximum number of prevocational doctors who can complete the term at one time), and whether the term is accredited for PGY1 and 2 doctors or just PGY2 doctors. This depends on the complexity of the work and is determined by the health service and the CRMEC</p>

Term description content	Description
	<p>Accreditation Committee. Accreditation details also records any conditions or restrictions that the CRMEC Accreditation Committee has placed on the training term (e.g. limited work hours, minimum staffing requirements). Conditions or restrictions generally relate to junior doctor and/or patient welfare, safety and cultural safety.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i>.</p>
Term supervisor	<p>The term supervisor is the person directly responsible for supervision of the prevocational doctor. As detailed in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i>, term supervisors take on specific responsibilities, including performing the orientation to the training term, a mid-term discussion, an end-of-term discussion, the term assessment and ensuring that all assessment documentation is completed in the recognised database in a timely manner.</p> <p>The term supervisor will have appropriate seniority to ensure the workplace meets the requirements for a prevocational training term, will have specialty registration in a relevant clinical area and will have completed mandatory training. Other requirements are detailed in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i>.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i> and evidence the term supervisor meets the CRMEC’s training requirements as outlined in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i> will be requested from the health service as a part of accreditation processes.</p>
Clinical supervisory team	<p>A clinical supervisor must be delegated for every shift the prevocational doctor is working. The responsible supervisor on a specific shift is usually delegated on the roster or ward rota, while the term description will include the full list of doctors who take on the role in the term.</p> <p>Clinical supervisors are other clinicians who provide supervision on a day-to-day basis. As detailed in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i>, direct clinical supervisor must hold registration as a medical doctor and be at least two years’ senior to the prevocational doctor. Other requirements for clinical supervisors, including their proximity to the junior doctor, are detailed in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i></p> <p>At times, other health staff (e.g. nurse unit manager) may have supervisory responsibilities in addition to the nominated term and clinical supervisor. These individuals are also listed.</p> <p>Additionally, supervisors who can complete assessment of Entrustable Professional Activities (i.e. they have completed the required training to assess EPAs) are also listed in the section on clinical supervisor.</p>
Clinical team structure	<p>The term is described based on the team structure as: team based or ward based.</p>

Term description content	Description
	<p>It is a national requirement that prevocational doctors are embedded in a clinical team for at least half of each prevocational training year (i.e. at least two terms in PGY1 year and at least two terms in the PGY2 year).</p> <p>A team structure provides opportunity for regular interactions with the term supervisor. A ward based structure has supervision by multiple different supervisors and the prevocational doctor might not have regular interaction with the nominated term supervisor.</p> <p>This information is recorded on the <i>CRMEC Register of Accredited Terms</i>.</p>
Opportunities for experiences in Indigenous health	<p>It is a national requirement and outlined in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i> that term supervisors have capacity to support prevocational doctors to meet the learning outcomes statements regarding Aboriginal and Torres Strait Islander health and support safe learning environments.</p> <p>In developing the term description, term supervisors and the medical education team should evaluate the level of exposure the prevocational doctor will have to patients from Aboriginal and Torres Strait Islander backgrounds, or other opportunities they will have to build their understanding and experience of healthcare for Aboriginal Torres Strait Islander backgrounds from the local region.</p>
Requirements for commencing a term	<p>Some terms require specific education and training prior to commencing the training term. These should be detailed clearly and the prevocational doctor should be supported to meet these requirements.</p>
Orientation details	<p>The arrangements for orientation to a) the workplace and b) the training term should be detailed (e.g. when and where). Any clinical supervisor or delegate can deliver an orientation to the workplace.</p> <p>It is a national requirement and outlined in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i> that term supervisors conduct (not delegate) an orientation to the training term within the first week of the term. In this orientation the supervisor's and prevocational doctor's goals and expectations are discussed, using the term description as a guide.</p>
Overview of the unit	<p>This provides a background of the function of the unit, number and clinical profile of patients and the clinical exposure the prevocational doctor can expect.</p>
Prevocational doctor responsibilities	<p>The responsibilities section provides a brief overview of the tasks the prevocational doctor can expect to do and prepares the doctor for the work environment. It is advantageous for prevocational doctors to provide input into this section of the term description to maximise the accuracy. However, the clinical supervision team should also review to ensure that the information is within the scope of practice and as expected for efficient function within the clinical team.</p>

Term description content	Description
Work routine	<p>The work routine provides a brief overview of what the prevocational doctor can expect to do on the shift and prepares the doctor for the work environment. It is advantageous for prevocational doctors to provide input into this section of the term description to maximise the accuracy. However, the clinical supervision team should also review to ensure that the information is within the scope of practice and as expected for efficient function within the clinical team.</p>
Handover	<p>Safe clinical practice includes hand over the care of patients between shifts. The details of when and where the handover will be conducted, and any specific requirements, should be provided.</p>
Learning objectives	<p>Learning objectives should align with the Prevocational Outcome Statements, as well as the expectations of prevocational doctors who participate in the training term. It is a national requirement and outlined in <i>CRMEC Policy 12: Supervision of Prevocational Doctors</i> that term supervisors provide opportunity for all prevocational doctors to meet the Prevocational Outcome Statements and understand how they support this requirement in the training term.</p> <p>It is advantageous for prevocational doctors to provide input into this section of the term description so it accurately reflects the learning opportunities that prevocational doctors identify.</p>
Education and learning	<p>This section outlines the opportunities for learning and include both program level education and within the training term. It is a national standard that the training program provides PGY1 doctors with a protected time to participate in a formal education program that supports meeting the Prevocational Outcome Statements. It is a national standard that the training program monitors and provides PGY2 doctors with access to formal education programs that are flexible and relevant to their needs and enable them to meet continuous professional development requirements.</p> <p>Within the training term, formal opportunities might include collaborative care meetings, journal club, case-based discussions, formal ward rounds or teaching delivered to other learners.</p>
Entrustable Professional Activities	<p>In the ACT region, it is envisaged that every EPA could be assessed in every training term. However, it is possible that there are some exceptions. Prevocational doctors should be aware of this prior to commencing the term to assist in their self-directed EPA completion planning.</p>
Timetable	<p>This should detail the general work rota.</p> <p>This is reviewed and approved by the CRMEC Accreditation Committee who evaluate whether there is appropriate after hours rostering and supervision. Excessive after hours work could be reflective of a service term.</p>

Term description content	Description
Other relevant documentation	Include any other documents that are available to orient and assist the prevocational doctor (e.g. local processes, JMO job descriptions, rover form etc.)

Developing a Term Description

The development of the term description document is **primarily the role of the term supervisor**. It is important that when incorporating information from other sources the text is carefully edited to ensure the information is both relevant and accurate to the term. Term supervisors are required to demonstrate familiarity with the term description during accreditation processes and are encouraged to use the term description to guide the orientation to the training term.

Input from the prevocational doctor cohort to the term description development is advised. Prevocational doctors can provide a strong overview of the experience of the training term that enables accurate description of the work routine and responsibilities and identification of the strongest learning opportunities (e.g. providing input to the learning outcomes).

Input into term descriptions from the medical education team including the Director or Prevocational Training (DPET) and the Prevocational Education and Training Committee (PETC)/General Clinical Training Committee (GCTC) plays a role in ensuring the clinical experiences being delivered in training terms is consistent with the needs of the overall ETP. An appropriate mix of clinical experiences is required to ensure that all prevocational doctors can be provided with an education plan that meets the national standards and national program requirements.

Regular review

Regular monitoring and review of term descriptions is encouraged as a part of continuous quality improvement. The national Standards require the prevocational training provider to regularly evaluate and review the prevocational ETP, with input from prevocational doctors. The PETC/GCTC should have a formal program that details when, how and by whom term descriptions will be reviewed to check the accuracy and relevance of the content, as well as the teaching opportunities, orientation, and assessment processes in each term. The CRMEC require term descriptions to be reviewed at least once in the accreditation cycle (i.e. at least once four years).

To facilitate regular review of the categorisation of training terms, the CRMEC Annual Reporting Template includes an audit table to audit term details against the CRMEC records and identify term descriptions that have not been regularly reviewed and updated.

Term Description Approval

The CRMEC Accreditation Committee reviews and accredits training terms. Term descriptions provide the Accreditation Committee with a fuller understanding of the education and training that provided within the training term, and this is evaluated against the National Standards and national requirements for prevocational training.

Term descriptions for new training terms

All new training terms must be accredited by the CRMEC before a prevocational doctor is assigned to work in the unit. The process to have a new training term accredited requires the development of a term description. The process for submitting a new term for accreditation is outlined in *CRMEC Policy 10: Accrediting a New Training Term*.

Revised/updated term descriptions

The procedures for submitting term description reviews to the CRMEC are outlined in *CRMEC Policy 11: Change of Circumstance*. There are different requirements for submitting an updated term description that are determined by the extent of changes to the term and the potential implications to the education, training, supervision and issues of patient and junior doctor welfare, safety and cultural safety that arise from the change in term description. There are also potential implications to the overall ETP if the categorisation of a term changes.

When a term description is reviewed, there will be a change to the term description. Even where the term description is deemed to correctly reflect the term and require no substantial change, the revised term description will still have a new review date. Reviewed terms without significant changes are considered be a minor Change of Circumstance that should be notified to the CRMEC with a Term Description Update Template (see *CRMEC Policy 11: Change of Circumstance*).

Terms are also updated due to other changes. For example, there may be changes in requirements for the workforce, in the clinical load or clinical experience, or in the way a term will be structured or supervised. Terms with significant changes are a major Change of Circumstance that requires approval from the CRMEC before implementation. These should be submitted to the CRMEC with a Term Description Update Template and a Change of Circumstance Application (see *CRMEC Policy 11: Change of Circumstance*).

Related Policies and Relevant Guidance

- CRMEC *Term Description Template*. Available: <https://www.crmec.net/accreditation>
- CRMEC *Register of Accredited Terms*. Available: <https://www.crmec.net/term-descriptions>
- Australian Medical Council: *National Standards for Prevocational (PGY1 and PGY2) Training Programs and Terms*. <https://www.amc.org.au/wp-content/uploads/2022/12/Section-2-National-standards-for-prevocational-PGY1-and-PGY2-training-programs-and-terms.pdf>
- Australian Medical Council: *Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms*. <https://www.amc.org.au/wp-content/uploads/2022/12/Section-3-Requirements-for-prevocational-PGY1-and-PGY2-training-programs-and-terms.pdf>
- Australian Medical Council's term description requirements as detailed on the national template. <https://www.amc.org.au/wp-content/uploads/2023/08/Term-description-template.pdf>
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- CRMEC Policy 10: Accrediting a New Training Term
- CRMEC Policy 11: Change of Circumstance
- CRMEC Policy 12: Supervision of Prevocational Doctors

Version Control

Review Date	Version	Updated by	Approved by	Changes made
Nov 2014	1.0	Director	CRMEC	
May 2016	2.0	Director	CRMEC	
Aug 2017	2.1	Admin	Manager	Formatting. Updated information on items included in a term description. Added that supervisors need to sign updates and CRMEC hosts term descriptions on the website.
Aug 2020	2.2	Director	Not required	Layout, added updating term descriptions that cross references to other policies approved by Accreditation Chair.
Feb 2023	2.3	Admin	Director	Formatting
April 2024	3.0	Admin	Director	Update for consistency with the national standards. More detailed description of the content of the term description and the implications of different information for the ETP and for CRMEC records. Reference added to supervision requirements and related policies added.