

**Document Number:** CRMEC Policy 14

**Document Name:** **Communicating with Junior Doctors**

## Scope

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The Canberra Region Medical Education Council (CRMEC) plays an important role in ensuring prevocational education and training program (ETP) stakeholders, particularly junior doctors, are informed about prevocational medical training within the local region and nationally. The purpose of this policy is to outline communication strategies between CRMEC and junior doctors.

## Communicating with Junior Doctors

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As outlined in its *Terms of Reference*, the CRMEC has responsibility for ensuring that junior doctors are aware of the CRMEC's role as a prevocational ETP accreditation authority and issues associated with junior doctor education, training and welfare in the ACT region. Significant areas of communication include:

- The role and function of the CRMEC as an accreditation authority and advisory body,
- Health service accreditation surveys, engagement of junior doctors in these visits, and outcomes of visits,
- The process for raising education and training concerns,
- Conveying information from the Medical Board of Australia, Australian Medical Council and Ahpra,
- Promoting the national Medical Training Survey and its results,
- Providing junior doctors with information on education and training, welfare issues and careers.

Mechanisms for communication and the types of information CRMEC conveys to its stakeholders are included in the CRMEC's *Communication Plan*, as outlined in the *CRMEC Strategic Plan*.

### Newsletter

The CRMEC distributes its newsletter regularly 2-3 times/month. The newsletter is a mechanism through which CRMEC promotes its activities and relevant information on education, training, welfare and careers to junior doctors, Directors of Prevocational Education and Training (DPETs), medical administration, supervisors and other interested stakeholders. Ongoing communication includes:

- Recruiting junior doctors for CRMEC committees
- Informing junior doctors about training issues nationally and in the region.
- Facilitating communication between other organisations (e.g. The Australian Medical Council or Ahpra) and junior doctors.
- Professional development and career opportunities, and
- Connection to the local community.

### Websites

The CRMEC websites are important communication mechanisms and provide information and educational resources for junior doctors and supervisors. The website includes:

- CRMEC accreditation policies.
- Accreditation survey reports, including updates as health services meet any provisos.
- CRMEC Register of Accredited Terms – a list of all prevocational training terms accredited by the CRMEC.

- Term Descriptions – term descriptions provided by health services for accredited terms
- Policies – all the CRMEC policies, including processes for raising a concern and terms of reference of CRMEC committees.
- Junior doctor resources developed by the CRMEC c to promote positive junior doctor experiences in the workplace.
- Supervisor resources developed by the CRMEC to promote positive supervision in the workplace.
- Information on how to contact the CRMEC, including how concerned parties can raise a concern, comment or compliment regarding training supervision.

### Face-to-face communication

A representative from the CRMEC addresses new junior doctors in the ACT and medical students at the Australian National University during their orientation weeks. The purpose of this communication is to share information regarding the role of the CRMEC, the accreditation process, the national prevocational education and training space and to encourage junior doctors to engage with the CRMEC and the opportunities it provides for junior doctor involvement.

The CRMEC engages junior doctor representatives through the Council (Ministerial appointments and ex-officio positions) and its sub-committees. The CRMEC junior doctor representatives are encouraged to engage within their cohort to convey information from the CRMEC to junior doctors, and to ensure the CRMEC is made aware of issues for junior doctors.

### Receiving communication from junior doctors

The CRMEC receives communication and updates from junior doctors through the following mechanisms:

- Ministerially appointed junior doctor representatives on the CRMEC,
- Ex-officio junior doctors invited to attend CRMEC meetings,
- Junior doctor representatives on the CRMEC sub-committees,
- Junior doctors attending CRMEC training events,
- Complaints mechanisms, including a contact us option on the website, email and phone.

## Related Policies and Relevant Guidance

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- Policy 01: CRMEC Terms of Reference
- CRMEC Strategic Plan

## Version Control

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Review date	Version	Updated by	Approved by	Changes made
July 2016	1.0	Director	CRMEC	New policy
Aug 2017	1.1	Admin	Director	Formatting, changed policy number
Aug 2020	1.2	CRMEC PA	Director	Layout, updated who attends meetings, added communication received from junior doctors
Feb 2023	1.3	Admin	Director	Formatting
April 2024	1.4	Director	Director	Updated language for consistency with new Standards, added Medical Training Survey, removed reference to CRMEC office