



POSTGRADUATE MEDICAL COUNCIL OF VICTORIA

EDUCATION SUBCOMMITTEE

1. Purpose

The Education subcommittee will engage and communicate with stakeholders to promote the development of appropriate educational activities and programs for prevocational doctors and their supervisors.

The Education subcommittee has a role in relation to the existing Core Activity 3, Core Activity 4, Core Activity 6, and Core Activity 7 of the PMCV 2009-2012 Strategic Plan.

Core Activity 3 – Education, Assessment and Supervision

Build partnerships and collaboration with stakeholders to enhance the education and training effort in relation to prevocational doctors, which is informed by research, innovation and best practice as it relates to education, assessment and supervision.

In particular, the professional development of all supervisors, in effective supervision, performance management and provision of feedback to prevocational doctors, is critically important and there will be provision of relevant courses and training for those wishing to be involved in teaching/training/supervision of prevocational doctors.

Core Activity 4: International Medical Graduates and Scope of Practice

Implement IMG pre-employment assessment tools, including training for managers and supervisors on behavioural and clinical interviewing. Develop and implement the national requirements for IMG's relating to orientation and cross-cultural communication and develop in collaboration, tools for supervisors and educators of IMG's.

Core Activity 6: Junior Medical Officer Welfare and Support

Support the training, professional development, welfare and well-being of junior medical officers and engage JMOs via the Victorian JMO Forum.

2. Subcommittee reports to:

The PMCV Committee.

3. Terms of Reference Education Subcommittee:

Current

1. Promote the strategic development of appropriate educational programs for junior doctors within hospitals and other practice settings, based on the Australian

Curriculum Framework for Junior Doctors (ACF); promote the strategic development of appropriate educational programs for supervisors of junior doctors;

2. Advise the Accreditation sub-committee on appropriate educational standards for hospitals to ensure appropriate infrastructure and support of junior doctors;
3. Assist with the dissemination of information and exchange of ideas in relation to medical education between hospitals such as between smaller and larger hospitals and metropolitan and rural hospitals;
4. Ensure there is an integration of pre-graduate and post-graduate medical training programs.

Future Directions

1. Promote and strengthen the education and training of junior medical officers through the increased provision of Teaching on the Run programs for JMOs, JMO supervisors and educators. Conduct a survey of Victorian TOTR participants 2008-2011 to ascertain integration of TOTR training in the clinical setting and barriers to integration.
2. Provide increased access to the Professional Development Program for Registrars (PDPR) through provision of a Trainer Accreditation Program (TAP) which will prepare facilitators to deliver the program at their hospital / health service.
3. Development of a training resource on Indigenous / Aboriginal culture.
4. Development of resource guidelines for teaching key elements of the ACF most effectively taught by simulation methods at the prevocational level.
5. Promote engagement with health services, universities and other appropriate bodies to promote collaboration and sharing of educational programs and resources.

4. Subcommittee Functions, Activities and Decision-making

(Note: The Council receives funding on a financial year basis)

Membership

Review subcommittee membership annually

Responsibility: Members

Timing: First meeting annually (February)

Review Chair and Deputy Chair appointments

Responsibility: Secretary

Timing: First meeting annually (February)

Terms of reference

Review terms of reference annually

Responsibility: Members

Timing: First meeting annually (February)

Develop annual business plan

Responsibility: Members

Timing: June / July

Monitor annual business plan to ensure progress against objectives

Responsibility: Members

Timing: May / June

Procedures and reporting

Ensure timely preparation and distribution of agendas, meeting papers and minutes
Responsibility: Chair / Secretary *Timing: One week prior to & after meeting*

Review subcommittee procedures and members understanding of procedures
Responsibility: Members *Timing: First meeting annually (February)*

Implement induction process for new members
Responsibility: Chair / Secretary *Timing: As required*

Provide report on Education activities for inclusion in the DoH Annual Report
Responsibility: Chair / Members *Timing: Draft Report to June meeting*

Communication and interactions

Schedule joint meeting of Education and Accreditation subcommittees
Responsibility: Committee Chairs *Timing: Annually (Usually March)*

Identify issues for regular meetings with the Department of Health
Responsibility: Chair *Timing: As required*

Provide MEO support and interaction:

- a) 4 MEO workshops for professional development *Timing: March, June, Sept, Dec*
- b) 3 joint MEO/MCE workshops *Timing: March, June, Dec*
- c) 4 MEO newsletters *Timing: March, June, Sept, Dec*
- d) circulation of relevant articles *Timing: As appropriate*

Responsibility: Central MEO

Develop and coordinate a program for 2 DCT/SIT workshops
Responsibility: Central MEO, Members *Timing: Feb, Dec*

Annual Symposium: Develop and coordinate a program and involve representatives from other education/training bodies. Disseminate published proceedings.

Responsibility: Chair, Members, Central MEO *Timing: May*

JMO Forum: Support and monitor JMO Forum activities

Responsibility: Central MEO, Executive Officer, Medical Director *Timing: Feb, April, May, July, Sept, Dec*

Ensure availability of education resources on PMCV website
Responsibility: Central MEO *Timing: Ongoing*

Provide regular news-bite for PMCV E-News
Responsibility: Central MEO *Timing: Ongoing*

- Each *Expression of Interest* will be considered by the PMCV Board who will determine the appointment of the Chairperson.
- Following the PMCV Board's decision, the Executive Officer, PMCV will notify all applicants.
- The outcomes of the Chair appointment process will be advised by email to all members of the Subcommittee and the PMCV Committee.
- The Chair will be appointed by PMCV for a period of 2 years, renewable for an additional 2 years.

The Role of the Chair includes:

- Chair meetings of the Education Subcommittee.
- Alternating as Chair of the joint meetings of the Education and Accreditation subcommittees.
- Cast the deciding vote where agreement cannot be reached.
- Act as a representative of the Education Subcommittee in external committees and other forums as required.
- Participate as a member on the PMCV Committee.

Annual Performance of the Chair / Subcommittee

- The Chair will be subject to the annual performance review process implemented by the PMCV Board.

5.2 Members

- Nominations of persons to membership of the Education subcommittee should be in writing and endorsed by the PMCV Committee. Nominees should provide a brief CV and sign a Conflict of Interest Form prior to commencing as a member.
- A member of the Subcommittee holds office for 2 years and members are eligible for reappointment at the end of their term.
- A person may resign from the subcommittee at any time by notifying the Chair or Secretary of the subcommittee.

Member representation

- Junior Medical Staff n(at least two) including at least one elected from the Victorian JMO Forum
- Medical Education Officers (at least one)
- Medical Clinical Educators (at least one)
- Directors of Clinical Training / Supervisors of Clinical Training (at least one)
- Medical Educators / Medical Education Registrar (at least one)
- College Representatives (one from each of the following Colleges) RACS, RACP, RACGP, ACEM, ACRRM.
- PMCV Medical Director and Executive Officer (in attendance)
- Member representation should aim to include representatives from a variety of health services and organisations which support prevocational trainees.
- The Department of Health may have observer status at the meetings.

5.3 Secretary

The Central MEO/Education Manager will act in this capacity.

- Secretary to prepare documentation in conjunction with the Chair for each meeting.
- Distribute documentation for each meeting.

- Liaise with members as required.
- Prepare the minutes for each meeting and relevant correspondence.

6. Conduct of Meetings:

6.1 Time

Third Wednesday of the month; 5.00-6.30pm. (Unless stated otherwise)

6.2 Location

PMCV Boardroom, Level 9, Mary Aikenhead Centre, St Vincent's Hospital, 27 Victoria Parade, Fitzroy

6.3 Notice

The Secretary must give reasonable notice of every meeting of the Subcommittee (but not less than seven days).

6.4 Frequency and Length

- The Subcommittee must meet at least four times per year.
- All meeting dates for the following year shall be determined by the Subcommittee at its last scheduled meeting of the previous year.

6.5 Attendance

Members may attend in person or by teleconference. An annual review of membership attendance will be undertaken and members who attend fewer than 50% of meetings without a leave of absence or apology may be asked to step down from the subcommittee.

6.6 Quorum

- A quorum is no fewer than 5 members of the subcommittee present at the meeting, including the Chair.

6.7 Voting

6.7.1 How determined

- In determining a question before a meeting of the subcommittee, the Chair will ask if any member is opposed to the motion before the Chair. If no members dissent or object, the motion shall be carried.
- If any member indicates that they are opposed to the motion, the Chairperson shall call for those in favour of the motion and then those against the motion and will declare the result to the meeting.

6.7.2 Method of voting

- Every question put to the subcommittee is determined by a majority of votes.
- If a member of the sub-committee request it, a question requiring a vote will be determined by a ballot and otherwise is by show of hands. The Chair will determine the conduct of the ballot.
- A member of the Committee has one vote. A majority of votes is sufficient to pass a resolution.
- A vote may be given personally or by proxy provided that it is in the format prescribed.

6.7.3 Casting vote

- The Chair of any meeting has a casting vote.

6.8 Conflict of Interest

Members with Conflict of Interest in relation to any agenda items are asked to declare this at the commencement of the meeting and to absent themselves from the relevant item discussion.

6.9 Business of the Meeting

Standing Agenda Items:

- Confirmation of Minutes
- Declaration of Conflict of Interest
- Matters Arising from Minutes for action and noting
- Report from Central MEO / Education Manager
- Reports from College representatives
- New Business Matters for action and noting
- Date of Next Meeting

6.10 Confirmation of Minutes

There shall be no discussion or debate on the minutes permitted except where their accuracy as a record of the proceedings is questioned. If a subcommittee member is dissatisfied with the accuracy of the minutes, they must state the item or items and propose a motion clearly outlining the alternate wording to amend the minutes. The Chairperson will sign the minutes once confirmed by the members. Minutes of each meeting are to be submitted to the next appropriate meeting of the subcommittee for confirmation.

6.11 Content of the minutes

In keeping the minutes of the subcommittee meeting, the Secretary must arrange the recording of the minutes to show:

- i. The name of the sub-committee, meeting number, date, location and time at which the meeting was held.
- ii. The names of members and whether they are present, an apology or on leave of absence;
- iii. The names of any other persons in attendance and the organisation they represent or in what capacity;
- iv. Every motion and amendment moved;
- v. The outcome of every motion;
- vi. Where a division is called, a table of names of members present, showing the way they voted (FOR, AGAINST or ABSTAIN);
- vii. Details of any failure to maintain a quorum and any adjournment;
- viii. Time and reason for adjournment of the meeting or of the standing orders;
- ix. Disclosure of any declaration of direct or indirect interest of a member declared or identified to the meeting;
- x. Any other matter which the Secretary, in conjunction with the Chair, thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes; and
- xi. Conclude with the official signing of the minutes by the Chairperson.

Except where a member requests, individual expressions of view, if recorded, do not identify the member.

6.12 Disclosure

Any member of the subcommittee who has direct or indirect financial interest in any matter brought before the subcommittee for discussion must

immediately disclose that interest to the other subcommittee members and must not be present during discussion on this matter. This statement must appear on all agendas.

6.13 Effect of resolutions

Any motion or resolution passed at a meeting of the sub-committee must be endorsed by the Executive Committee or the PMCV Committee before it has any effect.

6.14 Documentation

- The Secretary must ensure that all records of all relevant information from meetings of the Subcommittee are maintained including agenda, attachments, minutes and correspondence for a period of 7 years.
- All incoming and outgoing correspondence to the Education subcommittee should be addressed to or signed by the Chair, Education Subcommittee.

Prepared by M Bullen

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