



POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.
Annual Report for the year ended 30 June 2015

The Postgraduate Medical Council of Victoria (PMCV) is the lead organisation in Victoria that supports state and national initiatives in relation to junior medical officer (JMO) training. PMCV supports the development of a high quality junior medical workforce by providing a range of programs and services that support effective training outcomes, and promote safe patient care.

POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC. ANNUAL REPORT
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2015

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The Postgraduate Medical Council is pleased to submit its Annual Report to members.

The Report highlights the achievements of Council for the twelve-month period ending 30 June 2015. The Council's audited financial statements form part of this report.

PRINCIPAL ACTIVITIES AND HIGHLIGHTS

The Postgraduate Medical Council of Victoria continues to work closely with all of our stakeholders to deliver our strategic directions and deliverables. The support of our chairs of committees, board and committees members, volunteers and staff have contributed to our achievements during the reporting period which include:

Additional Training Positions

- Progressive increase in accredited intern training positions from 444 in 2007 to 810 in 2016.
- Monitoring of the four Rural Community Intern Training programs which commenced in 2015.
- Progressive review of all new intern positions accredited for commencement in 2015.

Symposia and Workshops

- Victoria's 14th Medical Education Symposium held May 2015.
- Quarterly workshops for Medical Educators focussing on professional development and networking.
- The annual workshop for Survey Team Leaders held in February 2015 and the annual accreditation workshop for new surveyors held in March 2015.
- Bi-annual workshops for supervisors of prevocational doctors conducted.

Accreditation

- Continued implementation of the *Part-Time and Interrupted Training* program funded by the Victorian Department of Health and Human Services (DHHS).
- Accreditation team visits to 12 health services to assess intern and PGY2 training programs completed from July 2014 to June 2015; Visit to assess Epworth Healthcare as an intern training body for funding under the Commonwealth Medical Internship initiative.
- Changes to the accreditation process including transition to a four year cycle (and introduction of mid-cycle reviews), arrangement of pre-visit meetings of survey teams prior to visits and review of policies and guidelines.
- Development of a new guideline: *Accreditation of Intern Terms*.
- Annual presentation to the Victorian Board of the Medical Board of Australia.
- The granting of initial accreditation of the Council by the Australian Medical Council (AMC) as an intern training accreditation authority for Victoria, the submission of progress reports and planning for the formal review by the AMC in July 2015.
- Review of PGY2 positions continued and issues relating to PGY2 year identified and reported in annual report to DHHS.
- Planning for review of Rural Community Intern Training programs which commenced in 2015.

International Medical Graduates

- Delivered four fee-for service *Hitting the Ground Running* centralised orientation programs for IMGs.
- Facilitated a Stakeholder forum in May 2015 to identify the emerging issues facing IMG doctors and to identify strategies.
- Delivered a PESCI interviewer training workshop to health service managers and clinicians.

Education

- Delivered *Teaching on the Run* programs for junior doctors, supervisors and educators on a fee-for-service basis, including a number of local site programs.
- ShareMe web based portal which promotes sharing of educational resources continues to expand with 100 resources mapped to the Australian Curriculum Framework.
- Delivered the Indigenous Cultural Awareness module to Victorian health service staff.
- Formed work groups to progress a number of projects: Feedback Tool Kit, Professionalism and JMO Welfare.
- Launched of the BAD (Bullying and Discriminatory) Behaviour Poster and Resources (PMCV website); collaboration with Victorian Managed Insurance Authority.

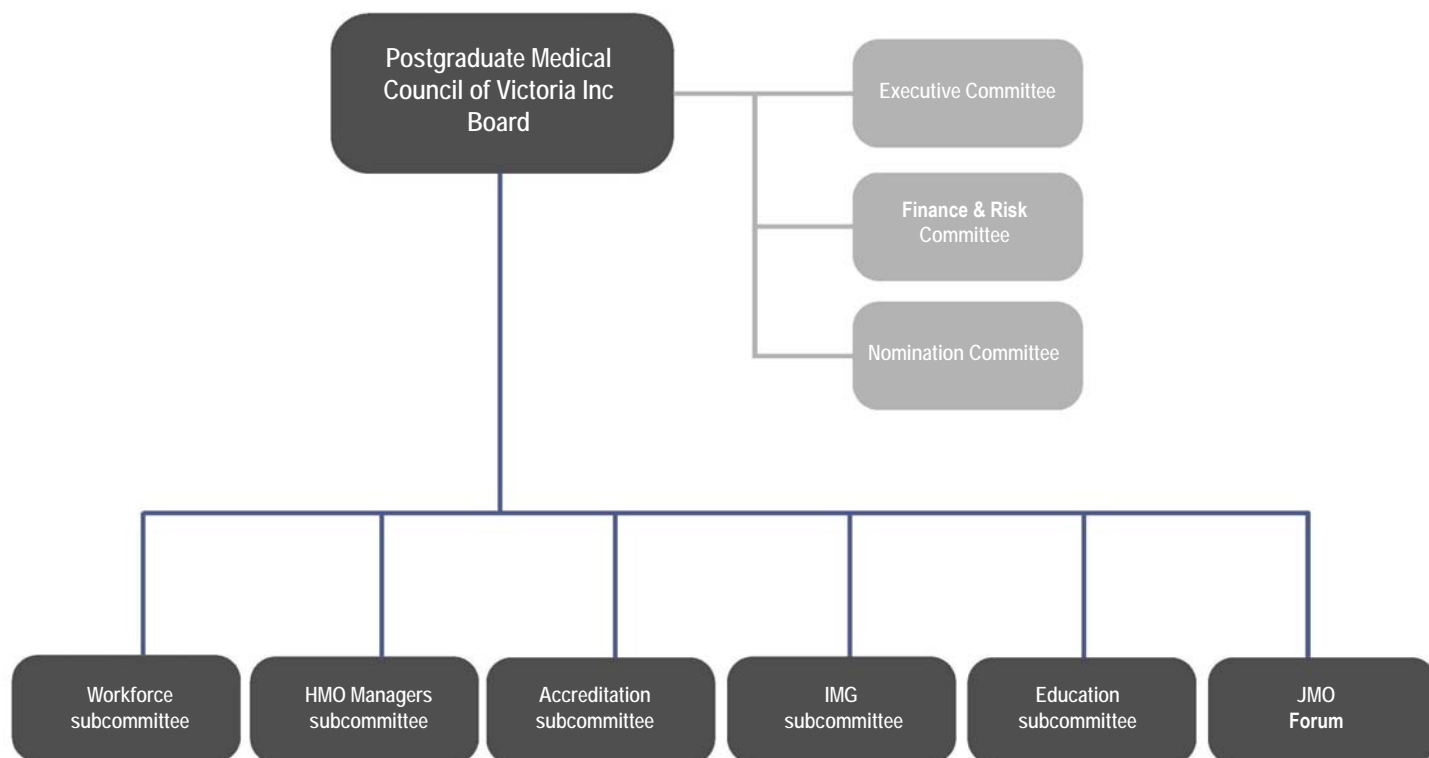
Computer Matching Service (CMS)

- Participation in the National Audit of Intern Acceptances for the 2015 clinical year and National Audit of Intern Applications for the 2015 clinical year.
- Implementation of the state-wide InternZScore continued.
- Review of the standardised CV for the Intern Match.
- Effective management in the growth of the CMS across all matches (medical, nursing and medical radiations); in total 7,007 registered candidates and 231 health services participated and 4,154 health service posts were available for filling via the matching algorithm in 2014 for 2015 commencement.
- Continuation of the Victorian Radiology trainees match; funded by RANZCR.

Junior Medical Officer (JMO) Forum

- Four meetings of the Victorian JMO Forum and involvement in education related projects (e.g. Professionalism, PHEEM & Welfare/Transition).
- Various projects in progress, including: mentoring, wellbeing and mental health of junior doctors, ROVER review, paging, transition, improving educational opportunities and incident reporting.
- Input into the PMCV submission to the national Review of Intern Training; AMC review of Council as an intern accrediting body and the Board's strategic planning process.
- Participation in the national AJMOC meetings and preparing for the 2015 National Forum in Darwin.
- Scholarship opportunities for junior doctors provided by VIFM.

ORGANISATIONAL STRUCTURE



The Postgraduate Medical Council of Victoria is governed by a Board and subcommittees established by the Board.

Board

The Board has responsibility for managing the business and affairs of the Council and in 2014-15 it conducted four face-to-face meetings; August and November 2014; February and June 2015. Board established committees also met: Finance and Risk Committee met five times, the Nomination Committee and Executive Committee each met once.

Membership

Nominated members

PMCV sub-Rule 22.3 provides for 4 nominated members. The nominated members of the Board as at 30 June 2015 are:

Victorian medical faculties

Professor Geoff McColl
Head, Melbourne Medical School,
nominee of the Faculty of Medicine
Dentistry and Health Sciences
University of Melbourne



Professor Brendan Crotty
Pro-Vice Chancellor Health
nominee of the Faculty of Health
Deakin University



Professor Michelle Leech
Dep Dean MBBS, nominee of Faculty of
Medicine Nursing and Health Sciences
Monash University



ORGANISATIONAL STRUCTURE

Nominated members (cont...)

Ministerial nominee

Mr Nick Bush, Chief Executive Officer
East Grampians Health Service



At the Board meeting held on 27 November 2014, the following were elected as office bearers:

Chairperson
Professor Brendan Crotty

Deputy Chairperson
Professor Geoff McColl

Treasurer
Dr Mark Garwood

The Chief Executive Officer, PMCV, Ms Carol Jordon was appointed by the Board as Secretary and Public Officer.

Elected members

PMCV sub-Rule 22.3 provides for seven elected members. The elected members of the Board as at 30 June 2015 are:

Name	Elected-Category	Duration of office	Start of office Term	End of term
Dr Golsa Adabi	Medical graduate <3 years (22(b)(i))	3 years	27 November 2014	AGM 2017
Professor Rick McLean	Consultant Physician 22(b)(ii)	3 years	16 November 2012	AGM 2015
Professor Julian Smith	Consultant Surgeon 22(b)(iii)	3 years	16 November 2012	AGM 2015
A/Professor Jonathan Knott	Emergency Physician 22(b)(iv)	3 years	12 September 2013	AGM 2016
A/Professor Lyn Clearihan	General Practitioner 22(b)(v)	3 years	27 November 2014	AGM 2017
Dr Mark Garwood	Medical Manager 22(b)(vi)	3 years	12 September 2013	AGM 2016
Dr Peter Stevens	Medical Educator 22(b)(vii)	3 years	16 November 2012	AGM 2015

We welcomed new Board members, A/Professor Lyn Clearihan (replacing Dr Laurie Warfe) and Dr Golsa Adabi (replacing Dr Meghan Cooney) in November 2014.



Dr Golsa Adabi



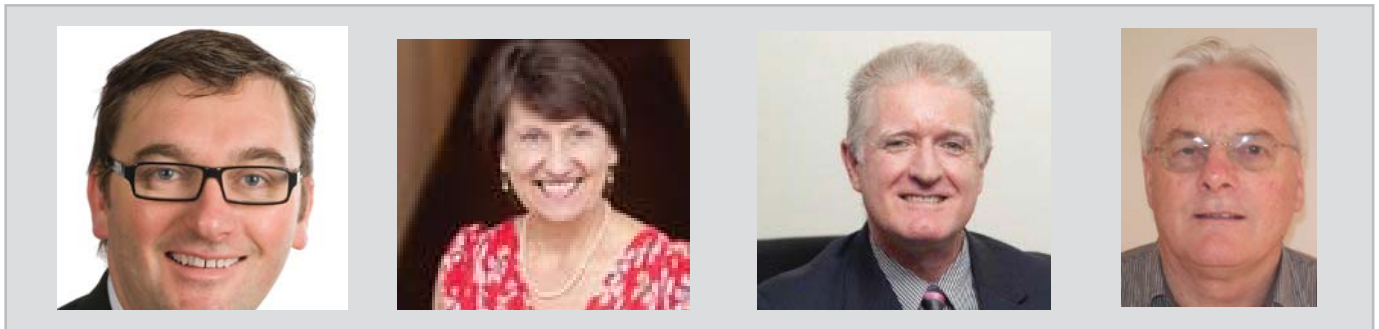
Professor Rick McLean AM



Professor Julian Smith

ORGANISATIONAL STRUCTURE

Elected members (cont...)



A/Professor Jonathan Knott

A/Professor Lyn Clearihan

Dr Mark Garwood

Dr Peter Stevens OAM

PMCV Meetings 2014-15

The work of Council is supported by many volunteer members and in particular we recognise the work of the chairs of our committees. The table below sets out the chairs, the frequency of meetings and the staff member who provides secretariat support for Council's committee/ subcommittees.

Committee	No. meetings	Chair	Supported by
Accreditation	11	Dr Michael Franco	Ms M Le Sueur
Education	5	A/Professor L Irving	Ms M Bullen
IMGs	3	Dr S Fabri	Ms K Nicholls
Workforce	5	Ms K Ronan	Ms E Snowdon Ms C Jordon
Clinical Deans	2	Dr J Brown	Ms C Jordon
HMO Managers	5	Ms S McConchie	Ms E Snowdon Ms C Jordon
Board	4	Professor B Crotty	Ms C Jordon
Board - Executive Committee	1	Professor B Crotty	Ms C Jordon
Board - Finance and Risk Committee	5	Dr M Garwood	Ms C Jordon
JMO Forum	5	Dr M Harvey and Dr J Lai-Kwon (2014); Dr S de Menezes and Dr O Wong (2015)	Ms M Bullen Ms C Jordon Dr J Brown

STAFF AND SUBCOMMITTEE CHAIRS

We acknowledge the commitment, contribution and professionalism of our staff and subcommittee chairs, all of whom very ably support the activities of Council



Chair, Education subcommittee
A/Professor Louis Irving



Chair, Accreditation subcommittee
Dr Michael Franco



Chair, IMG subcommittee
Dr Sean Fabri



Chair, Workforce subcommittee
Ms Kath Ronan



Chair, HMO Managers subcommittee
Ms Sarah McConchie



Chief Executive Officer
Ms Carol Jordon



Medical Advisor
Dr Joanne Brown



Education
Ms Marilyn Bullen
Manager



IMG/Project/Website
Ms Kylie Nicholls
Manager



Accreditation
Ms Monique Le Sueur
Manager



Accreditation
Ms Lucy McEwan
Officer



Computer Matching Service
Ms Edwina Snowdon
Manager



Computer Matching Service
Mr Paul Williamson
Officer

KEY CHALLENGES AND OUR RESPONSE

During the reporting period we maintained our interaction with our key stakeholder groups including university medical schools representatives on matters relating to medical internship, the Medical Careers Expo, standard format CV, InternZScores and support for medical students entering internship. Regular meetings with the Department of Health and Human Services were reinstated. We presented to the Victorian Board of the Medical Board of Australia and submitted several responses on national discussion papers. We reviewed our implementation of the Australian Medical Council National Intern Training Framework (NITF) and streamlined accreditation processes and guidelines. The Board invited presentations from the Chairs of the subcommittees to assist in developing our next Strategic Plan.

Key Challenges:	Our Commentary:
<p>Domain 1: Accreditation Ensuring quality training for JMOs in health services and community settings that promote safe patient care, through effective accreditation processes of JMO programs.</p> <p>Accreditation process for PGY2 posts.</p>	<ul style="list-style-type: none"> - Discussion forum for Survey Team Leaders conducted in February 2015. - Training Workshop for new surveyors conducted in March 2015. - Review of implementation of PMCV's accreditation standards and processes aligned with the NITF in 2015. - New policy development including <i>Accreditation of Intern Term Guidelines</i> and revision of <i>PMCV Accreditation Guide</i>. - Provisional accreditation of new intern and PGY2 posts and annual review of provisionally accredited new intern and PGY2 posts in year of commencement completed. - Continued implementation of the Intern Part-Time and Interrupted Training program with training plans approved by the Accreditation subcommittee for 6 interns. - Membership of CPMEC National Prevocational Medical Accreditation Network (PMAN). - Revised <i>A Guide for Interns in Victoria</i> - Funding from Department of Health and Human Services continued to identify the number and distribution of PGY2 posts and for review of PGY2 posts. - <i>Evaluation of 2014 PMCV Accreditation Program Report</i> completed. - Assessment and accreditation of innovative training models including rural community intern training programs, private hospital placements for junior doctors and hospital redesign posts for PGY2s.
<p>Domain 2: Supervisor and stakeholder professional development Providing professional development opportunities for JMO supervisors and educators.</p>	<ul style="list-style-type: none"> - PMCV Annual Medical Education Symposium conducted. - Four workshops for Medical Educators conducted. - Two workshops for Supervisors/Directors of Clinical Training conducted. - ShareMe web portal maintained and new resources added. - Two research grants awarded. - Review of the Orientation Guidelines completed. - Delivered <i>Teaching on the Run</i> programs for JMOs and supervisors/educators in Victoria and interstate. - Delivered the <i>Professional Development Program for Registrars</i>. - Delivered the centralised orientation program, <i>Hitting the Ground Running</i> for international medical graduates (IMGs). - Delivered the Indigenous Cultural Awareness module. - Delivered a PESCI interviewer training workshop.
<p>Domain 3: JMO Workforce and Placement (Computer Matching) Addressing issues in relation to medical workforce and advocating for ongoing process improvement.</p>	<ul style="list-style-type: none"> - Increase in intern numbers met for 2016. - Membership of Department Committees (Medical Workforce Development Reference Group (MWDRG); Rural Community Intern Training Reference Group (RCITRG)). - Membership of National Medical Intern Data Management Work Group. - Participated in the National Audit of Intern Acceptances for the 2015 clinical year. - Participated in the National Audit of Intern Applications for the 2015 clinical year. - Review of the risks associated with the Computer Matching System and risk minimisation strategies identified.

KEY CHALLENGES AND OUR RESPONSE

Domain 4: JMO welfare and professional development

Provide opportunities for JMO engagement and leadership.

- Membership of prevocational junior medical officers (JMOs) on subcommittees and project groups (e.g. Professionalism, PHEEM, JMO Welfare, Transition).
- Victorian JMO Forum member participation in meetings and projects: four meetings of the JMO Forum were held, annual appointment of JMOs to subcommittees and project portfolios.
- Victorian JMO membership on the national Australasian JMO Committee (AJMOC).
- Active JMO participation in accreditation visits.
- 30% of trained surveyors are JMO surveyors.

Domain 5: Governance and stakeholder partnerships

Effective organisational leadership and strong operational partnerships.

- Bi-annual meetings with Clinical Deans.
- College representation on Accreditation, Education and PMCV Board.
- Regular meetings with the Department of Health and Human Services.
- Regular health service interaction through Workforce, HMO Managers, Accreditation, Education, and IMG subcommittee meetings and project groups.
- Collaboration evidenced by continued support of the IMG centralised orientation program and participation in PESCI interviewer training workshops.
- Professional Development activities to support prevocational supervisors and educators.
- Membership of Confederation of Postgraduate Medical Education Councils.
- Membership of Department of Health and Human Services Advisory Committees (e.g. MWDRG, RCITRG).
- Medical Advisor presentations to key stakeholder groups (e.g. Clinical Deans, Victorian JMO Forum, DCTs/SITs and MEOs).

Promoting the work of the Council.

- PMCV E-Newsletters (12).
- Annual Reports to Department of Health and Human Services and bi-annual reports to the Medical Board of Australia.
- Presentations at national and state conferences.
- *A Guide for Interns in Victoria* and *JMO Forum booklet* revised and published.
- LinkedIn Page and PMCV website updated and current.

Sound operational management

- Review of process for elected Board members with two year terms.
- Annual review of subcommittee Terms of Reference and objectives.
- Annual review of membership of subcommittees; new Chairs/members appointed.
- Board Finance and Risk subcommittee meetings prior to Board meetings.
- **Office bearers and Secretary elected annually.**
- Presentation by Chairs of subcommittees to the Board (on rotating basis).
- Board Strategic Planning facilitated workshop held and report disseminated.

Identify opportunities for additional revenue and funding sources.

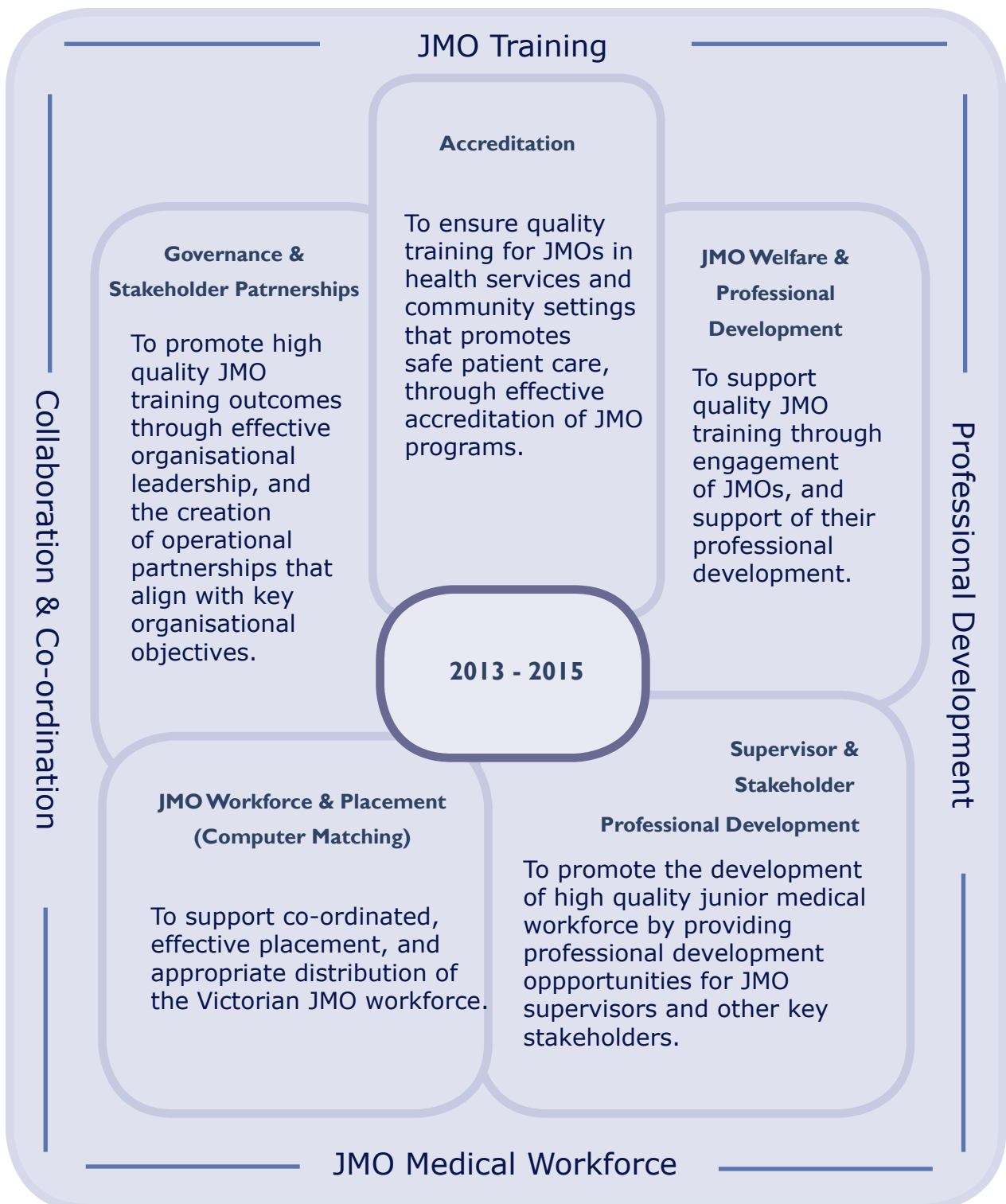
- Fee-for-service programs: *Hitting the Ground Running* centralised orientation program for IMGs, *Teaching on the Run* for JMOs and supervisors/educators, and *Professional Development Program for Registrars*.
- PESCI interviewer training for health service staff.
- State-wide computer match for Radiology trainees funded by RANZCR.

Improving recognition of the contribution of Council's members and its staff

- Membership of CPMEC Board and Principal Officers Committee (Confederation of Postgraduate Medical Education Councils) and contribution to CPMEC national submissions.
- Participation on national Medical Education Officers and Australasian Directors of Clinical Training committees.
- Participation on Departmental reference groups.
- Close working relationships with Rural Community Intern Training programs.
- PMCV representation at stakeholder forums.

OUR STRATEGIC DOMAINS

The Council's Strategic Plan is reflected in five domains relevant to both state and national activities: Accreditation | Supervisor and Stakeholder Professional Development | JMO Workforce and Placement (Computer Matching) | JMO Welfare and Professional Development | Governance and Stakeholder Partnerships.



DOMAIN 1: ACCREDITATION

To ensure quality training for JMOs in health services and community settings that promotes safe patient care, through effective accreditation of JMO programs.

Accreditation of Prevocational Medical Training Positions

In 2015, intern and PGY2 training in Victoria was provided by 22 parent health services/intern training programs and 18 rotation sites. Three of the parent health services are only accredited for intern training and seven receive interns on rotation while operating their own stand-alone training programs. Six of the rotation sites are PGY1-only and four are PGY2-only. One of the PGY2-only rotation sites in 2014 will commence intern posts from 2015. In 2014 there were 36 general practices accredited for intern (23) or PGY2 (12) posts in Victoria. In 2015, due to the cessation of the Prevocational General Practice Placements Program, there are only 11 general practices participating in intern training, in the Rural Community Intern Training program, and there are no longer any PGY2 general practice sites.

PMCV ensures accreditation of intern posts and quality review of PGY2 posts by regular assessment against clearly articulated accreditation standards to ensure high quality clinical training for junior doctors and which align with the Australian Medical Council National Intern Training Framework and comply with the Medical Board of Australia (MBA) Intern Registration Standard. Accreditation assists facilities to provide the best possible environment for the training of junior doctors by ensuring they receive appropriate supervision, orientation, clinical experience, education, assessment and support to enable them to meet medical board registration requirements and their own training objectives while promoting the quality and safety of patient care. Amongst other requirements, the process includes a survey visit to each training facility at least every four years in order to be accredited to offer intern and PGY2 training programs.

Council receives funding from the Medical Board of Australia for delegated functions in relation to intern training accreditation and from the Department of Health and Human Services via the annual service agreement for review of PGY2 positions and data analysis and reporting.

During the reporting period, the PMCV Accreditation subcommittee reviewed and endorsed:

- The reports and recommendations of survey teams which visited ten health service training programs, including six general practices in the Murray to the Mountains Intern Program.
- Reviewed and endorsed provisional accreditation of 47 additional intern positions to commence in 2016 including three posts in an innovative two year part-time internship program across three health services. There will be a total of 808 interns in Victoria in 2016.
- Reviewed and approved 32 new PGY2 posts to commence in late 2014 - early 2015. A significant proportion of these were in rural areas (44%).

- All the new intern and PGY2 posts which commenced in 2014 were reviewed by the end of 2014 through one of three processes – survey visit, mid-cycle review or new post progress review. Reports on each post were tabled at the Accreditation subcommittee meetings in 2014. A report on the review of the provisionally accredited intern and new PGY2 posts which commenced in 2014 was provided to DHHS in early 2015.
- As a consequence of the introduction of the four year accreditation cycle, the subcommittee agreed that mid-cycle reviews including a survey of junior doctors should be implemented to ensure continuous monitoring and improvement of junior doctor training programs across the full period of accreditation granted. During the reporting period, mid-cycle progress reviews were completed for Bendigo Health, Latrobe Regional Health, Royal Children's Hospital, Swan Hill Health, Werribee Mercy Health and Peter MacCallum Cancer Centre. PMCV has also utilised the transition to the four year accreditation cycle to align visits to parent and rotation facilities.
- A new evaluation process was introduced in 2014. The *Evaluation of 2014 PMCV Accreditation Program Report* includes positive findings on the performance of survey teams and also makes a number of suggestions for improvements.
- The terms of reference for the Accreditation subcommittee were reviewed and approved.
- In early 2015, a review was conducted resulting in streamlined policies and improved alignment of guidelines: *Duration of Accreditation, Applications, Communication and Monitoring Guidelines, Supervision of Junior Doctors Guidelines* and Accreditation Survey Team Member Position Description.
- A new *Accreditation of Intern Term Guidelines* to assist health services and facilitate accreditation decisions by aligning AMC requirements and PMCV expectations was approved.

All accreditation guidelines, policies and related publications are available on the PMCV website.

Expansion of intern training posts

In January 2015, 20 new interns commenced in four Rural Community Intern Training (RCIT) programs following the granting of provisional accreditation in 2014 for 12 months initially (e.g. for the 2015 intern year). The four programs are Echuca Intern Network, Grampians, East Gippsland and South West Health. These posts will be assessed for re-accreditation in July-September 2015.

Accreditation of posts to support interns who require part-time training or have had their training interrupted continues. In January 2016, an innovative new part-time two year internship program involving multiple health services (Austin Health, Northern Health and St Vincent's Health) will commence with three interns.

DOMAIN 1: ACCREDITATION

There will be further expansion in intern numbers from 2015 to 2016. In 2015, the Department of Health and Human Services offered additional Intern Training and Development Grants for 2016 and 47 new intern posts were provisionally accredited by the subcommittee to commence from 2016.

Chart 1: *Summary of the number of intern posts accredited by PMCV from 2010 to 2016.*

Hospital Health Service	2010	2011	2012	2013	2014	2015	2016
Albury Wodonga Health ¹	2	2	2	3	15	15	15
Alfred Health ²	52	52	54	54	60	56	57
Austin Health ³	92	102	55	57	61	60	62
Bairnsdale Health Service	-	-	-	-	-	2	2
Ballarat Health Services	18	23	27	28	29	29	30
Barwon Health	36	37	36	36	39	39	42
Bendigo Health ⁴	15	18	31	28	35	34	39
East Gippsland CBI	-	-	-	-	-	5	5
Eastern Health ⁵	55	62	70	70	70	65	67
Echuca Regional Health	-	-	-	-	-	5	5
Goulburn Valley Health	21	25	30	30	30	30	32
Gippsland Rural Intern Training	5	5	10	10	10	10	15
Grampians RCIT	-	-	-	-	-	5	5
Melbourne Health	59	71	75	73	73	73	80
Mildura Hospital	3	3	3	4	4	4	4
Monash Health ⁶	69	75	85	85	105	103	107
Murray to the Mountains (M2M)	-	-	5	5	10	10	10
Mortheast Health Wangaratta	-	-	-	3	5	5	9
Northern Health ⁷	-	-	47	47	40	40	40
Peninsula Health ⁸	37	42	44	45	45	42	44
South West Health	0	0	5	5	5	10	10
South West RCIT	-	-	-	-	-	5	5
St Vincent's Health ⁹	46	53	57	58	59	61	65
Western Health	51	55	65	64	63	63	65
Total	561	625	702	707	758	766	810

¹ From 2014, PMCV responsible for accrediting all intern posts at Albury Wodonga Health and intern numbers include 5 intern posts at AWH accredited by PMCV but appointed via the NSW rural preferential intern scheme.

² Alfred Health reduced intern posts by 4 in 2015 due to cessation of PGPPP (3 posts) and re-deployment of one post to Gippsland Rural Intern Training. Another post re-deployed to GRIT in 2016.

³ The increase in intern posts in 2014 also includes two intern posts at Mildura Hospital. In 2015, the intern post at Victorian Institute of Forensic Medicine ceased.

⁴ Note: that there was a reduction of two posts at Bendigo Health from 2012 to 2013 to adjust for over-recruitment in 2012. In 2015, the GP post ceased (PGPPP discontinued).

⁵ Reduction in 2015 due to cessation of 3 GP posts and re-deployment of two intern posts to BRHS.

⁶ Reduction in 2015 due to cessation of 2 GP posts.

⁷ Northern Health reduced their number of intern posts by 7 in 2014.

⁸ Reduction in 2015 due to cessation of 3 GP posts.

⁹ In 2015, two new intern posts at Royal Children's Hospital on rotation from St Vincent's Health.

DOMAIN 1: ACCREDITATION

National Intern Training Framework

The PMCV accreditation standards and process revised during 2013 and implemented in 2014 to meet the Medical Board of Australia (MBA) Intern Registration Standard *Granting general registration to Australian and New Zealand medical graduates on completion of internship* and the National Intern Training Framework (NITF) coming into effect from January 2014 were reviewed early in 2015.

The *PMCV Accreditation Guide* and the *Guide for Interns in Victoria* have also been revised.

A new aspect to the National Intern Training Framework is the assessment of accreditation authorities. This requires PMCV to be approved as an intern accreditation authority following review by the Australian Medical Council (AMC) against the following domains:

1. *Governance*: The intern training accreditation authority effectively governs itself and demonstrates competence and professionalism in performing its accreditation role.
2. *Independence*: The intern training accreditation authority carries out independently the accreditation of intern training programs.
3. *Operational management*: The intern training accreditation authority effectively manages its resources to perform functions associated with accrediting intern training programs.
4. *Processes for accreditation of intern training programs*: The intern training accreditation authority applies the approved Intern training – National standards for programs in assessing whether programs will enable interns to progress to general registration in the medical profession. It has rigorous, fair and consistent processes for accrediting intern training programs.
5. *Stakeholder collaboration*: The intern training accreditation authority works to build stakeholder support and collaborates with other intern training accreditation authorities and medical education standards bodies.

PMCV submitted an initial report to the AMC against these domains in December 2013 and the Medical Board of Australia approved PMCV as an authority to accredit intern positions in early 2014. A further progress report was submitted in September 2014.

The AMC commenced its formal review of the PMCV observing survey visits to Royal Children's Hospital in May 2015 and Monash Health in July 2015 and a subcommittee meeting in June 2015. The AMC team will also meet with a range of stakeholders in July 2015.

The final report is expected before the end of 2015. The PMCV submission to the AMC in regards to assessment as an intern training accreditation authority submitted on 17 April 2015, is available on the PMCV website: <http://www.pmcv.com.au/accreditation/amc-review-of-pmcv>.

Accreditation Workshops

Surveyor training workshop

There are currently 66 active surveyors of whom 15 serve as team leaders. The number of surveyors and team leaders has remained relatively stable over the last few years. Almost 30% of the trained surveyors are junior doctors.

PMCV appreciates the ongoing participation and enthusiasm of the team leaders and surveyors without whose voluntary time commitment the accreditation program could not function.

The Surveyor Training workshop on 19 March 2015 attracted 14 participants. This workshop is held annually to induct new surveyors into the PMCV accreditation program. The attendees included five junior doctors and nine health service staff from medical administration and education. The workshop was structured into two parts: A plenary session which outlined the role of PMCV, the accreditation process and the role and responsibilities of surveyors and an interactive session involving group discussion of the accreditation standards in a simulated survey visit.

Team leader workshop

The annual team leader workshop was held on 26 February 2015. There were eleven attendees including one new team leader.

Expansion of PGY2 training posts

PMCV has worked collaboratively with health services, particularly in regional areas, to support expansion of PGY2 training posts. There were 32 new PGY2 posts which commenced in late 2014-early 2015 with a significant increase in rural hospitals (44%). In particular, PMCV has supported the new Rural Community Intern Training (RCIT) programs to develop a PGY2 training pathway with establishment of PGY2 posts at Bairnsdale Regional Health Service and Portland Hospital.

There are now over 870 posts that have been reviewed as suitable for PGY2 training in Victoria, although these are filled by both PGY2 and PGY3 doctors.

DOMAIN 1: ACCREDITATION

Accreditation of intern and PGY2 posts

The Intern and PGY2 survey processes are undertaken concurrently using the same set of accreditation standards. PMCV survey teams assess intern and PGY2 training programs and posts by reviewing a range of information provided by the facilities against the PMCV accreditation standards.

The following visits were undertaken during the reporting period.

Rural and Regional

- Ballarat Health Services
- Echuca Regional Health
- Mildura Base Hospital
- Murray to the Mountains Intern Training Program
- Wimmera Health Care Group

Metropolitan

- Melbourne Health
- Peninsula Health
- Royal Children's Hospital
- Royal Women's Hospital
- St Vincent's Private Hospital, St George's Hospital, Caritas Christi Hospice
- Western Health

In 2014, PMCV implemented a new set of accreditation standards and a new three-point rating scale. Chart 2 demonstrates that, on average, facilities re-accredited in 2014 satisfactorily met or met with merit 90% of the accreditation standards with slightly less standards met with merit for PGY2 training programs. The 'not applicable' item refers to five standards which are not considered for rotation sites.

In recent years, PMCV survey teams have increasingly focussed on the transition from internship to PGY2 and indeed to vocational training, when assessing facilities and programs for accreditation particularly in regional areas.

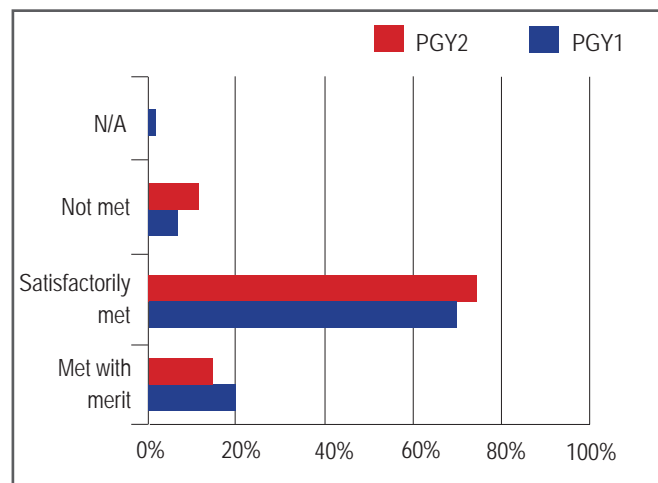


Chart 2: Survey team ratings for PGY1 and PGY2 assessment in 2014.

There were a range of commendations in relation to training programs in the following areas in 2014:

- Facilities generally exhibit a clear vision, satisfactory organisational structures and a culture of teaching and education.
- Junior doctors feel supported and have access to good quality, hands-on clinical learning.
- Senior consultants generally exhibit goodwill and engagement and are approachable to junior doctors.
- Facilities generally provide a high quality of education and teaching which is well regarded by junior doctors who are supported to participate.
- Many facilities are engaging in roster redesign to address issues regarding the workload of junior doctors.

A thematic analysis of the recommendations outlined in the survey reports for facilities re-accredited in 2014 highlights the following broad themes:

- The identification of term supervisors and emphasis on their important role in orientation, supervision and performance assessment of junior doctors.
- Junior doctor welfare issues such as management of doctors in difficulty especially across multiple hospital sites.
- Orientation, especially to clinical units at the beginning of term and to other sites.
- Rostering and workload, particularly ensuring that rostered hours reflect the actual hours being worked and workload at times of reduced staffing (e.g. evenings, weekends and nights).
- General recommendations in regards to supervision especially at times of reduced staffing.
- Junior doctor involvement in program governance and development including being informed of relevant activities.
- Program feedback and evaluation.

Evaluation of the accreditation program

During and at the end of each survey visit, facilities and interviewees are given the opportunity to provide feedback on the performance of the survey team during an accreditation visit.

A report was prepared at the end of 2014, which was considered by the PMCV Accreditation Subcommittee in early 2015. This report is available on the PMCV website www.pmcv.com.au

Three levels of evaluation of evaluation were undertaken including feedback from the facility, feedback from survey team members and in relation to timelines being met during the accreditation process. This is supplemented by an analysis of survey visit outcomes including analysis of feedback from junior doctors, analysis of accreditation standard ratings for each facility/ training program and thematic analysis of commendations, conditions and recommendations in survey reports.

DOMAIN 1: ACCREDITATION

The evaluation highlighted that facilities generally felt well-supported during the accreditation process and felt it was a useful quality improvement exercise. Facilities re-accredited in 2014 satisfactorily met or met with merit 90% of the accreditation standards. Junior doctor feedback indicated that facilities are generally performing well from their perspective in relation to supervision, clinical learning and support. In regards to the accreditation process, surveyors were generally satisfied and timelines were generally met.

A report will be prepared at the completion of the 2015 accreditation program.

Participation in State and National activities

Medical Workforce Development Reference Group

The Medical Education Planning Group was replaced by the Medical Workforce Development Reference Group in early 2015. The membership includes representation from DHHS, PMCV, health services, universities, colleges, AMA and regional training providers. PMCV is represented by Dr Jo Brown (alternate Ms Carol Jordon). PMCV contributed a paper on the Intern Match 2014-2015 at the October 2014 meeting.

National Prevocational Medical Accreditation Network

PMCV continues to actively participate in the Prevocational Medical Accreditation Network (PMAN), under the auspices of the Confederation of Postgraduate Medical Education Councils, to discuss developments and ongoing issues in the accreditation of prevocational medical training programs and posts. PMCV is represented by Ms Carol Jordon and Ms Monique Le Sueur.

There were two meetings during the reporting period and major topics of discussion included:

- Implementation of the National Intern Training Framework especially in regards to assessing compliance from an accreditation perspective.
- Review of intern accrediting bodies (i.e. postgraduate medical councils or equivalent) by Australian Medical Council.
- The creation of a Databank of interstate prevocational medical accreditors willing to participate in survey visits in other states.
- The involvement of consumer representatives in accreditation and/or Council activities in general.

National Review of Medical Intern Training

PMCV provided a submission to the Review in March 2015 and participated in various stakeholder meetings. The Accreditation subcommittee is closely monitoring, and has already had multiple discussions in 2015 in regards to the Review to contribute to the PMCV submission.

Accreditation subcommittee

The Accreditation subcommittee met 11 times during the reporting period.

At the end of 2014, the subcommittee farewellled Professor Rick McLean who had been the Chair for over three years and welcomed Dr Michael Franco as Chair. The subcommittee expressed appreciation for Professor McLean's leadership and hard work over the last three and a half years during a period of significant activity and challenges.

Membership of the subcommittee as at 30 June 2015 is:

Chair

Dr Michael Franco, VMO, Monash Health

Victorian Board of the Medical Board of Australia

Dr Christine Bessell, Board Member, Victorian Board of the Medical Board of Australia

Hospital Medical Officers (JMO Forum elected)

Dr Kate Gazzard, Monash Health

Dr Ophelia Wong, Monash Health

Dr Jocelyn Chu, St Vincent's Health

Medical Education

Ms Lynne Denby, Manager, Medical Education, Melbourne Health

A/Prof Stephen Lew, Director Medical Education, Western Health

Metropolitan Health Services

Dr John Ferguson, Chief Medical Officer, Austin Health

Dr Anjali Dhulia, Director of Medical Services, Monash Health

Prof Bruce Waxman, Director of Medical Services, Epworth Healthcare

Rural Health Services

Dr Linda Danvers, Deputy Director Medical Services, Ballarat Health Services

Dr Glenn Howlett, Director Medical Services, Echuca Regional Health

University

A/Professor Peter Morley, Department of Medicine, Royal Melbourne and Western Hospitals

Medical Colleges

Dr George Braitberg, nominee, Australasian College of Emergency Medicine

Dr Michael Franco, nominee, Royal Australasian College of Physicians

Ms Wanda Stelmach, nominee, Royal Australasian College of Surgeons

Dr Peter Stevens, nominee, Australasian College of Rural and Remote Medicine

In attendance

Dr Jo Brown, Medical Advisor, PMCV

Ms Carol Jordon, Chief Executive Officer, PMCV

Secretary

Ms Monique Le Sueur, Accreditation Manager, PMCV

DOMAIN 2: SUPERVISOR & STAKEHOLDER PROFESSIONAL DEVELOPMENT

To promote the development of a high quality junior medical workforce by providing professional development opportunities for JMO supervisors and other key stakeholders.

Workshops for Medical Educators

Quarterly workshops (held September, December, March and June) for medical educators were conducted and a summary of the content and professional development activities included is outlined below. Full workshop reports are available in the 'Education' section of the PMCV website.

	Topic	Session facilitation
Sept 2014	Transitions: From medical student to intern A Multipronged Approach to Improving HMO2/3 Attendance Orientation: Review of 'Guidelines for the Orientation of Junior Doctors'	Carol Jordon, PMCV Pauline Dib, Austin Health Marilyn Bullen, PMCV
Dec 2014	Supporting interns A case study approach to patient safety - Clinical Communique Changes to GP Training The JDocs Framework - Supporting prevocational doctors in the workplace Empowering the mentee Leap & Lead: A leadership program for doctors from intern to consultant	Dr Jo Brown, PMCV Dr Joseph Ibrahim, VIFM Pauline Ingham, RWAV Kathleen Hickey, RACS Dr Phuong Pham, Melbourne Health Dr Racheal Coutts Nathaniel, Northern Health
Mar 2015	Review of Medical Intern Training PMCV projects: Bullying and Discriminatory (BAD) Behaviour; PHEEM and Professionalism	Dr Jo Brown, PMCV Dr Jo Brown & Marilyn Bullen, PMCV
Jun 2015	Integrating the ACF learning planner app with HPrime Part-time internships Wellness programs Mandatory training Career programs and activities	Mark Rapley, Jam Media Dr Jo Brown, PMCV Alana Gilbee, Monash Health Helen Enright, Royal Children's Hospital Paula Gray, Western Health Sally Kent-Ferguson & Adrienne Newman, Eastern Health



Medical Educator workshop participants 2015

Workshops for Directors of Clinical Training (DCTs) and Supervisors of Intern Training (SITs)

The PMCV is committed to supporting the Victorian DCTs/SITs group, and provides two face-to-face workshops annually for this group.

The DCT/SIT group provided valuable consultation for the national Review of Medical Intern Training and for the Intern Improving Performance Action Plan (IPAP).

The workshops promote collaboration and sharing of information which helps to develop solutions to common problems and is a valuable opportunity for networking with peers and the PMCV.

DOMAIN 2: SUPERVISOR & STAKEHOLDER PROFESSIONAL DEVELOPMENT

Teaching on the Run (TOTR)

The PMCV conducted five one-day TOTR programs for junior doctors on a fee-paying basis during the reporting period. A total of 74 JMOs attended. Three modules were delivered: Clinical Teaching; Feedback and Assessment; and Teaching Skills.

One day programs for junior doctors were also delivered for Melbourne Health (2 programs), and Bendigo Health (one program).

Two two-day TOTR programs were held for consultants/supervisors/educators which included all six modules: Clinical Teaching; Feedback and Assessment; Teaching Skills; Planning Term Learning; Effective Group Teaching; and Supporting Trainees. 29 participants attended these programs.

TOTR programs have also been conducted for consultants/supervisors/educators of the College of Radiologists (Sydney) and with St Vincent's Hospital (Sydney).

All programs were well evaluated and participants reported a perceived increase in teaching effectiveness, motivation to teach, and confidence to teach.

Ms Marilyn Bullen, Education Manager, PMCV, coordinated and co-facilitated the programs with the following accredited TOTR facilitators: Dr Jo Brown (PMCV), Ms Kylie Nicholls (PMCV), Dr Craig Noonan (Monash Health), Dr Ruth Hew (Western Health), Dr Tamsin Bryan (St Vincent's Health) and Dr Phuong Pham (Ballarat Health).

Professional Development Programs for Registrars (PDPR) programs

Two PDPR programs were conducted and attended by a total of 30 registrars. The PDPR program is a national initiative which provides educational preparation for registrars in the following areas: Leadership and management; increasing self-awareness; communication and learning styles; managing safety and quality; conflict resolution; effective time management; delegating effectively; supervising others; managing stress; registrar as teacher; giving and receiving feedback; action planning and goal setting; and team building skills.

The programs were co-facilitated by Dr Jagdishwar Singh (Confederation of Postgraduate Medical Education Councils); Dr Sean Fabri (Western Health); Dr Ruth Hew (Western Health), A/ Professor Louis Irving (Melbourne Health); Dr Craig Noonan (Monash Health); Dr Jo Brown (PMCV) and Ms Marilyn Bullen (PMCV).

Cultural Awareness Training

The PMCV continued to offer their cultural awareness training module with a focus on Indigenous Australian culture. A Workshop was held on 22 May 2015 with 28 participants. Ms Kylie Nicholls, IMG/Project Manager, coordinated the delivery of this program.

The training aims to provide cultural awareness education that:

1. includes an overview of the key issues relevant to the development of a culturally safe health service environment for Aboriginal and Torres Strait Islander people; and
2. leads to an increase in culturally safe and sensitive practice amongst health care professionals

The workshop was evaluated highly by participants. We would like to thank Ms Emma Leehane for her support in facilitating the session.

The Postgraduate Hospital Educational Environment Measure (PHEEM) project

The PHEEM instrument (Postgraduate Hospital Educational Environment Measure) is a 40 item questionnaire to evaluate the clinical learning environment.

Eleven health services were involved in the PMCV PHEEM project in 2014: Ballarat Health; Bendigo Health; Echuca Regional Health; Latrobe Regional Health; Northern Health; Peter MacCallum Cancer Centre; Royal Children's Hospital; SouthWest Health Care (Warrnambool); St Vincent's Health; Western Health; and Western District Health Service. Three health services identified difficulties in gathering responses from their junior doctors (primarily due to inadequate administrative time) and therefore elected not to continue with PHEEM in 2015. Nine health services are involved in the project in 2015: Albury Wodonga Health (new); Ballarat Health; Bendigo Health; Latrobe Regional Health; Northern Health; Peter MacCallum Cancer Centre; Royal Children's Hospital; SouthWest Health Care (Warrnambool); and Western Health.

A Reference Group (PHEEM Team) comprising representatives from participating hospitals, the JMO Forum, and the PMCV Education Manager oversees this project. In 2014 the PHEEM Team were involved in a project to gain better insights into the needs of supervisors in relation to provision of feedback. Full details of this work can be found at: <http://www.pmcv.com.au/education/pheem/victorian-pheemprogram>

In 2015, the PHEEM Team are working to develop a feedback toolkit for supervisors that will address these needs.

Professional Competencies project

A project to identify the required professionalism competencies of junior doctors was commenced in 2012 through the JMO Forum. Background of this work can be found at: <http://www.pmcv.com.au/education/professionalism-project>

During 2014-2015, a project team that includes junior doctors, supervisors and medical educators have worked to identify existing educational resources that could assist in the delivery of professionalism training for prevocational trainees, as well as developing new resources.

DOMAIN 2: SUPERVISOR & STAKEHOLDER PROFESSIONAL DEVELOPMENT

BAD (Bullying and Discriminatory) behaviour project

A small work group was formed to progress this project comprising Ms Marilyn Bullen and Dr Jo Brown (PMCV) and Ms Natasha Pasquier (MEO Melbourne Health). Consultation occurred with Ms Caroline Lambert (PhD candidate, University of Melbourne) who has undertaken research in this area, members of the Victorian Junior Medical Officer Forum and Medical Education Officers (MEOs).

The outcomes of the project have included:

- A poster which has been provided to Victorian health services for display.
- Information on the PMCV website, including resources, quizzes, support services and fact sheets. Unlike other resources related to BAD behaviour, the poster and website contain information for both the recipient of BAD behaviour (the bullied) and those that exhibit BAD behaviour (the bully).
- An article in VMIA June e-Newsletter regarding the project.

The project outcomes and link to the resources are available via the PMCV website: <http://www.pmcv.com.au/education/bad-behaviour-project>

Medical Education Symposium 2015

The 14th PMCV Symposium was held on Friday 15 May 2015 at the Royal Children's hospital with approximately 104 attendees from health services around Victoria. The Symposium program was developed and coordinated by Ms Marilyn Bullen, PMCV Education Manager and sessions were facilitated by Ms Marilyn Bullen, Dr Jo Brown, Medical Advisor, PMCV and Dr Sean Fabri, Chair IMG subcommittee.

The Symposium program included three plenary sessions and three concurrent workshops. The keynote address was provided by Dr Victoria Atkinson on the important topic of raising awareness of workplace bullying and other disruptive behaviours. Presentations from each of the project teams that received funding as part of the Research Incentive Grant in 2015 were also included in the plenary program. The plenary sessions were videoed and can be accessed on the PMCV website: <http://www.pmcv.com.au/education/events/symposium>



Dr Victoria Atkinson giving the keynote address at the 2015 Symposium

The program included concurrent workshops based around the themes of

- JMO wellbeing;
- Medical generalism; and
- Redefining IMGs and their issues.

The following pre-symposium meetings were held:

- Joint MEO/JMO Forum (31 participants)

The following topics were discussed:

1. The problems with ROVERS;
2. Education for night/cover jobs; and
3. Career Planning for JMOs.

- DCTs / SITs / Clinical supervisors (22 participants)

The following items were discussed:

1. What does it take to be a DCT/SIT/Clinical Supervisor; Revision of Position Descriptions;
2. Expectations and realities of internship; and
3. Review of the implementation of the National Intern Assessment Form.

Research Grants 2015

The Education subcommittee reviewed the guidelines and criteria for submissions for the 2015 Research Incentive Grant at their meeting in October, 2014.

The following project grants were awarded for 2015:

1. Career choice and perceived destination for pre-vocational medical trainees. (Dr Heather Grusauskas and research team).
2. Development and evaluation Online Learning Resource targeted at Junior Medical Staff to facilitate safer after hours care. (Drs Ankit Gupta, Sara de Menezes and Ophelia Wong).

DOMAIN 2: SUPERVISOR & STAKEHOLDER PROFESSIONAL DEVELOPMENT

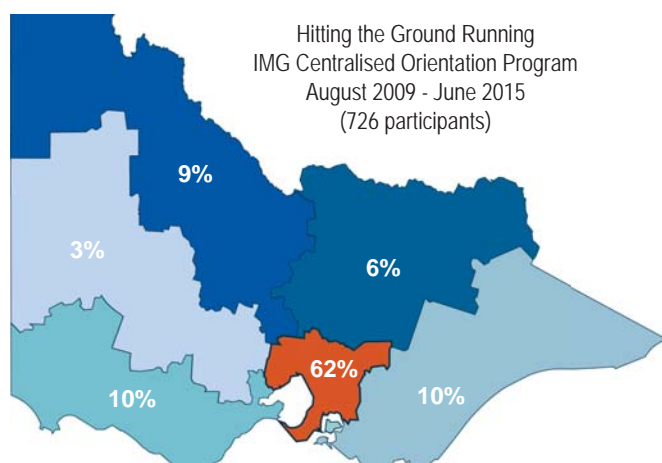
Hitting the Ground Running - Centralised IMG Orientation program

The two-day centralised IMG orientation program – *Hitting the Ground Running* has continued successfully via a fee-for-service model of implementation. Four programs were held between July 2014 and June 2015. The current program consists of the following sessions:

Day 1	Orientation to the Australian Healthcare System Legislation & Professional Practice
Day 2	Communication & Cultural Safety Cultural Awareness in relation to Indigenous Australians

A total of 78 participants completed the centralised orientation program during the reporting period with 75% of participants attending from metropolitan health services and 25% of participants attending from regional/rural health services.

The uptake of the program state-wide (region-based) from its inception (August 2009 – June 2015) has included 726 participants, with 62% of participants attending from metropolitan health services and 38% of participants attending from regional/rural health services.



A customised one-day IMG orientation program continues to be implemented in collaboration with the Royal Children's Hospital, Melbourne with four programs conducted during the reporting period.

PMCV IMG Orientation Manual

The IMG Orientation Manual: *Working in Victoria's Healthcare System* was updated in May 2015 (14th edition). The Manual is accessible via the PMCV website and is also distributed to participants at the centralised IMG orientation program.

Membership Education subcommittee

The Education subcommittee met five times during the reporting period. Membership of the Education subcommittee as at 30 June 2015 is:

Chair

A/Professor Louis Irving
Director of Clinical Training, Melbourne Health

PMCV Board

A/Professor Jonathan Knott
Director of Emergency Research, Melbourne Health Clinical School,
University of Melbourne

Medical Education

Dr Heather Grusauskas, Acting Director of Graduate Studies,
School of Primary Health Care, Monash University
Mr Julian van Dijk
Director, Clinical Education and Simulation, St Vincent's Health

Medical Education Officers

Ms Liz Pryor, Monash Health
Ms Sharon Humphries, Werribee Mercy Hospital

Directors of Clinical Training / Supervisors of Intern Training

Dr Brendan Condon
Supervisor of Intern Training, South West Healthcare
Dr Jenny Brookes
Director of Postgraduate Medical Education, Eastern Health

Term /GP Supervisors

Dr Tsung Chung, nominee, ACEM
Ms Wanda Stelmach, nominee RACS
Dr Jane Greacen, nominee, Rural and Remote Health, ACRRM

Junior Medical Officers (JMO Forum elected)

Dr Yolande Fogarty, Albury Wodonga Health
Dr Ankit Gupta, Monash Health

In attendance

Dr Jo Brown, Medical Advisor, PMCV
Ms Carol Jordon, Chief Executive Officer, PMCV

Secretary

Ms Marilyn Bullen, Education Manager, PMCV

Changes in membership: Dr Bob Wang and Dr Sara de Menezes, (JMO representatives) concluded their period of membership in April 2015 and Dr Kaye Atkinson, nominee of RACGP resigned. Dr Brendan Condon was appointed Deputy Chair.

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

To support coordinated, effective placement, and appropriate distribution of the Victorian JMO workforce.

The Computer Matching Service (CMS) is supported by Ms Edwina Snowden, Ms Aileen Falzon (Until March 2015) and Mr Paul Williamson (from February 2015). Together this small team ensures that the range of Computer Matching Services for medical interns, graduate nurses and midwives, basic physician trainees, medical radiation interns and from 2014 radiology trainees, occurs within the published guidelines.

The online CMS has been rolled-out since April 2005, and enables both candidates and health services to register for access to a specified match, submit their ranking of preferences, edit preference rankings and view the results of the matches. Medical matches also allow for candidates to upload their CV's and nominate referees.

Technical support for the CMS is provided by Henge Systems (Director, Mr John Walker). Enhancements to the CMS during the reporting period included:

- Modifications to registration screens to decrease unnecessary information collected
- Programming for editable dropdown lists in various places throughout the website
- Match name change GNMP to Graduate Nurse and Midwifery Match
- Modifications to referee emails
- Functionality change to withdrawal function so that candidates can withdraw themselves from the match

Intern Match

The Computer Matching Manager presented to final year medical students of Monash, Melbourne and Deakin universities and Notre Dame Melbourne clinical school explaining how the Computer Matching System works.

The priority list introduced by the Department of Health and Human Services for the 2011-12 Intern Match was retained for the 2014-15 Intern Match. The Department continued to support a *Special Consideration Policy* to enable interstate permanent resident medical students who have previously been resident in Victoria to demonstrate any exceptional reasons/compassionate grounds why they should be assigned a higher priority to undertake an internship in Victoria.

In order for the comparison of medical students across different universities to be objective, the four Victorian medical schools (Deakin University, Monash University, The University of Melbourne and the University of Notre Dame Melbourne clinical school) agreed on a common mechanism for supplying student scores to hospitals to aid intern recruitment.

Victorian medical student results are provided directly to Victorian intern parent health services as an InternZ Score. The InternZ Score introduced in 2012-13 continued to be used in 2014-5.

A standardised CV template was developed for the 2014 Intern Match by the Department of Health and Human Services. This was reviewed in 2015, with minor changes to the standard template implemented. A set of FAQs was developed in response to questions from candidates in relation to the standardised CV and its completion.

HMO Match

The HMO Match continued to grow in registration numbers and positions available in the match. The *HMO Exemption Policy* was continued in the 2014-15 HMO campaign with 39 positions exempt from the match that were filled directly by health services. A further 777 positions were offered in the HMO Match. It is planned to set up a Work Group to review the HMO Match prior to the commencement of the matching process in 2016.

BPT Matches

There were 2 matches conducted: the Basic Physician Training (BPT2) for candidates applying for the 2nd year of Basic Physician Training and the Basic Physician Training (BPT3+) for candidates who are applying for the 3rd year of Basic Physician Training. There has been a growth in the number of candidates participating in both of these matches so that there is now an excess of candidates for the number of positions included in these matches. It planned to set up a Work Group to review the BPT Matches prior to the commencement of the matching process in 2016.

Radiology Registrar Match

The PMCV continued to deliver a state wide computer matching service to Victorian Radiology trainees on behalf of the Royal Australian and New Zealand College of Radiologists (RANZCR). This followed from the successful implementation of a matching process in 2014 for allocation for 2015 training positions.

Graduate Nurse and Midwifery Program (GNMP) Match

The PMCV provides a number of information sessions to assist final year nursing and midwifery students to understand the requirements of the matching system. A presentation was conducted at the annual Australian Nursing & Midwifery Federation Study Day and was followed by a "Question & Answer" session.

The PMCV attended the annual Australian College of Nursing Expo on 18 April 2015 and provided information brochures and two presentations on the GNMP Computing Matching process.

Medical Radiations Match

The Medical Radiations Matches are comprised of the Nuclear Medicine Match, the Radiation Therapy Match and the Diagnostic Radiography Match. Since April 2013, the PMCV has also administered the Mid-Year Monash Radiation Therapy Match for Monash University postgraduate students.

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

Each of the matches are unique requiring their own set of business rules, processes, eligibility criteria, candidate's guides and hospital directories. The eligible criteria and business rules are reviewed annually and agreed by the Department of Health and Human Services prior to publication.

An overview of the participation rates of candidates and hospitals in each of the matches administered by the Computer Matching Service is set out in the table below.

Table 1: Overview of the 2014-15 Computer Matching Service

Computer Matching Service 2014-15	No. of Registered Candidates	Candidates Withdrawn / Incomplete Applications	No. of Candidates in Match	No. of Hospitals in Match	No. of Hospital Posts in Match	No. of Matched Candidates	No. of Nominated Referees
Medical Intern Match	1106	46	1060	24	759	759	2177
HMO Match	1545	357	1188	17	777	763	2521
BPT2 Match	306	22	284	9	227	212	900
BPT3+ Match	340	38	302	9	245	243	975
GNP Match	3566	536	3030	147	2011	1896	n/a
Diagnostic Radiography Match	96	-	96	11	86	91	n/a
Nuclear Medicine Match	28	-	28	5	20	20	n/a
Radiation Therapy Match	20	-	20	9	29	18	n/a
Total 2014-15	7007	999	6008	231	4154	4002	6573
Total 2013-14	6788	892	5710	228	3838	3681	7146
Total 2012-13	6672	1038	5634	233	3837	3627	6928
Total 2011-12	6150	938	5212	224	3810.5	3566	6890
Total 2010-11	5478	818	4660	184	3771	3448	-

Referee Request Forms

Under the *Privacy Act 1988* (Cth) (Privacy Act) and the *Australian Privacy Principles* (APPs), candidates are entitled to access personal information that PMCV holds about them. In order to do this, candidates can submit a request for access to Referee Assessment Forms to the Computer Matching Service. Referees are advised that their report form may be accessed by the candidate under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

The following table sets out the number of requests to access referee assessment forms in the 2014-15 medical matches.

	Intern Match	HMO Match	BPT Matches
Summary of requests to access Referee Assessment Forms 2014-15	420	48	34

Victorian Rural Medical Scholarship Scheme

The PMCV continues to administer the Victorian Rural Medical Scholarship scheme on behalf of the Department of Health and Human Services.

In 2014, there were 20 scholarships awarded each of \$20,000 to final year medical students for internship commencing in 2015 and the PMCV will monitor the Return of Service obligation via the HMO Match for these interns in September 2015.

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

National Medical Intern Data Management Working Group

The Australian Health Ministers' Advisory Council (AHMAC) asked the Health Workforce Principal Committee (HWPC) to oversight the intern data collection and audit process for the 2014 intern recruitment. HWPC established the National Medical Intern Data Management Working Group, as a subcommittee of HWPC, to oversight the data collection and audit process. The data collection process is undertaken by NSW Health Education and Training Institute (HETI) who was appointed as the Data Manager to undertake the data collection and audit process.

The first National Audit of Intern Acceptances and applicant data was conducted in 2010 and has evolved over the years. The aim of the National Audit is to ensure applicants have the most equitable and timely opportunity to obtain a PGY1 position in Australia and to minimise the number of vacancies at the start of the clinical year. For intake into the 2015 clinical year, 1 audit of applications and 5 audits of acceptances were conducted.

Ms Carol Jordon and Ms Melanie Hayward (Department of Health and Human Services) were the Victorian nominees on the National Medical Intern Data Management Working Group and Ms Edwina Snowdon was appointed the Victorian liaison officer responsible for providing the Victorian data for the national audit of intern applications and acceptances in Victoria. The NSW Health Education and Training Institute (HETI) continued their role as the Data Manager in 2014-15 and managed the data collection and audit process.

A Medical Intern Placement Number (MIPN) was introduced in 2013 and continued to be used in 2015 as a unique identifier to assist the audit process. The Medical Intern Placement Number is a nine digit number which has been generated by the Australian Health Practitioner Regulation Agency (AHPRA) and was been provided to medical schools for distribution to all final year medical students.

A Late Vacancy Management Service occurred from 25 November 2014 to 20 February 2015 which enabled health services to fill any vacant intern positions that arose due to the late withdrawal of applicants. Only applicants who had not received an offer of an intern position were able to be matched to vacant intern positions through the Late Vacancy Management Service. Victoria participated in the service and 3 intern posts were filled during this time.

The Working Group also received information regarding the Commonwealths' Medical Internship (CMI) Initiative which allows unplaced international full-fee students to be offered positions in accredited private health services.

Medical Careers Expo 2015

The 15th Annual Medical Careers Expo was held on Saturday 17 May 2015 at the Melbourne Park Function Centre. PMCV and AMA Victoria jointly organised the event.

The Career's Expo enables health services, vocational colleges and relevant organisations to interact with junior doctors and provide information sessions and workshops in a central location on a single day. The majority of health services offering intern and PGY2 programs attended and presented on the day, including the Rural Community Intern Training programs. There was also a session on CV preparation and several of the Colleges offered sessions on selection and entry to training programs. The PMCV provided a transition focussed workshop on "Managing Your Day".

The PMCV staff provided a range of advice for all the medical matches. Brochures setting out the schedule of dates and basic match information for the Intern, HMO and BPT matches were available at the PMCV booth.



Above: Attendees at the 2015 Medical Careers Expo

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

Workforce subcommittee

Items discussed or reviewed by the Workforce subcommittee during the reporting period included:

- A review of strategic directions and membership and future role of the subcommittee; input into strategic directions for 2014/2015;
- Received updates in relation to the Intern Match for 2014-15 internship
- Received reports of the work of the National Medical Intern Data Working Group (i.e. national audit of applications and national audit of multiple acceptances and Vacancy Support process);
- Received regular reports on the registered number of candidates and posts in each of the medical matches and comparison with previous years;
- Received reports of CPMEC Strategic projects (i.e. JMO Career Planning project);
- Input into the review of the HMO Match and Exemption Policy;
- Received reports of the bi-annual meetings with clinical deans/ sub-deans of the Victorian medical schools; meetings held in November 2014 and March 2015.
- Supported continuation of the InternZScore methodology for the 2014/2015 Intern Match;
- Reviewed the evaluation of the 2014 Medical Careers Expo and monitored planning of the 2015 Medical Careers Expo;
- Received reports on the Department of Health and Human Services initiatives (e.g. Victorian Rural Medical Scholarship scheme, expansion in intern posts for 2016);
- Reviewed the policies, Repeating Interns and Part-Time and Interrupted Training;
- Received and considered national and international reports of relevance to prevocational medical education and training (i.e. Medical Training Panel Report 2015, Health Workforce Insights Newsletters, AMA Position Statement on Clinical Academic Pathways; MABEL; Medical Journal of Australia articles on medical workforce, AMC Newsletters re National Intern Training Framework).
- Provided input into the Royal Australasian College of Physicians consultation in relation to their draft "Selection into Training Policy" and received updates.

Membership Workforce subcommittee

The Workforce subcommittee met five times during the reporting period (July, September and November 2014; April and June 2015).

Ms Kath Ronan was appointed by the PMCV Board in February 2015 as the Chair, Workforce subcommittee.

The CEO acted as the Chair in the period July 2014- February 2015.

Membership of the Workforce subcommittee as at 30 June 2015 is:

Chair

Ms Kath Ronan, Director, Medical Workforce Unit, Eastern Health

Metropolitan Health Services

Mr Hien Nguyen, Director, Medical Workforce Unit, Austin Health

Ms Kath Ronan, Director, Medical Workforce, Eastern Health

Mr Peter Naughton, Manager, Medical Workforce, Peninsula Health

Dr Rodney Fawcett, Director of Medical Education, Barwon Health

Chair, HMO Managers subcommittee

Ms Sarah McConchie, Deputy Director, Medical Workforce Unit, Austin Health

Rural and Regional Health Services

Dr John Elcock, Director of Medical Services, Northeast Health

Wangaratta

Ms Pauline Parr, HMO Manager, Latrobe Regional Health

Rural Workforce

Ms Pauline Ingham, VicNet Marketing and Research Manager, RWAV

In attendance

Dr Jo Brown, Medical Advisor, PMCV

Ms Carol Jordon, Chief Executive Officer, PMCV

Secretary

Ms Edwina Snowdon, Computer Match Manager, PMCV

Changes in membership during the reporting period included the appointment of Ms Kath Ronan as Chair from February 2015. The JMO position on the subcommittee was not filled in 2014-2015 pending the outcome of a review of the future role and purpose of the Workforce subcommittee. Mr Darryl Floyd completed his term as Chair, HMO Managers in December 2014 and Ms Sarah McConchie, Austin Health joined the subcommittee in February 2015 as the Chair, HMO Managers subcommittee. Mr Hien Nguyen, Director, Medical Workforce Unit, Austin Health, replaced Dr John Ferguson at the start of 2015.

The following members resigned: Ms Beverley Sutton, CEO, Health Education Australia Ltd, Dr Mark Garwood, Chief Medical Officer, Western Health (took up a new role at the Women's Hospital in February 2015) and Mr John Ferguson, Chief Medical Officer, Austin Health.

The work of this subcommittee is currently being reviewed.

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

HMO Managers subcommittee

There were a range of issues considered by the HMO Managers / Medical Workforce coordinators subcommittee including:

- Considered the role and purpose of the subcommittee;
- Reviewed aspects of the medical matching process (i.e. CV process for intern match, unmatched process for intern match);
- Reviewed the schedule of dates for the 2015 medical matches;
- Reviewed the outcomes of each of the 2014 medical matches;
- Contributed to planning for 2015 Medical Careers Expo and evaluation of the 2015 Expo;
- Supported the Council's IMG centralised orientation program, *Hitting the Ground Running*;
- Received reports of the bi-annual Clinical Deans meetings;
- Received updates regarding the Victorian Rural Medical Scholarship Scheme;
- Participated in the development of the schedule of health service information sessions coordinated by PMCV;
- Discussed issues in relation to registration and accreditation (e.g. Guidelines on Clinical Observerships; review of medical registration standards (i.e. Competent Authority Pathway);
- Received updates in relation to national developments relating to internship (i.e. National Audit of Clinical Acceptances 2014, National Audit of Intern Applications 2014 and 2015 Late Management Service);
- Discussed issues in relation to the Exemption Policy for HMO Match;
- Received and considered national and international reports of relevance to prevocational medical education and training (i.e. Medical Training Panel Report 2015, MABEL: Factors Affecting Career Choice), National Review of the National Registration and Accreditation Scheme (NRAS) for Health Practitioners; MJA article – *Safer hours for doctors and improved safety for patients*);
- Reviewed the *Special Consideration Policy* for intern match and requested disclosure of circumstances to health services;
- Discussed potential projects for submission as an abstract for the November 2014 National Forum;
- Received updates on the national Review of Medical Intern Training;
- Reviewed sponsorship obligations for IMG doctors working in health services.

Membership

There were five HMO Managers subcommittee meetings held in the reporting period: July, October and December 2014; February and April 2015. This subcommittee comprises representatives with responsibility for medical workforce at their health service. All Victorian health services are entitled to participate in this subcommittee. Teleconferencing is offered for participants.

Presentations at HMO Managers meetings were received from:

- Mr Tim Martin, Nursing Workforce Unit Manager and Ms Queenie Lagoutaris, St Vincent's Health, Online Interviewing (SONRU) (July 2014)
- Ms Bronwyn Keen, Medical Board of Australia, Update on changes relating to medical registration (October 2014)
- Ms Monique Le Sueur, PMCV, Changes to the Accreditation process (February 2015)
- Ms Mari Torres, Department of Immigration and Border protection, Visas Update (February 2015)
- Ms Bronwyn Keen, Medical Board of Australia, Update on changes relating to medical registration (April 2015)

HMO Managers also provided members to participate in meetings of the Clinical Dean's Group. Two meetings were held in October 2014 and March 2015 and were attended by Ms Sarah McConchie, Austin Health.

The term dates for 2016 and 2017 were agreed (including approval of a 53 week year in 2016).

A work group was established to review and develop a *Rotation Agreement – Contracts and Higher Duties and other secondment matters*. Members of the work group are: Ms Sarah McConchie, Austin Health; Ms Amy Dainton, GVH Health; Ms Amy Zuscak, Monash Health; Ms Abbey Gordon, RCH; and Mr Jason O'Keeffe, NE Health Wangaratta;. It is intended that the final paper will be sent to the Directors of Medical Services for approval as it has budgetary implications.

A work group was established to review the *Best Practice Guidelines, Improving interactions between Medical Workforce Units and JMS*. The document was reviewed and updated to reflect the new AMA Enterprise Agreement, and the resources section in relation to JMO welfare and supports was updated and extended. Further information PMCV website:
<http://www.pmcv.com.au/medical-administrators/current-projects>

A work group was established to rework the NSW HETI Guide for JMO Managers and adapt to Victoria. Members included Ms Sarah McConchie, Austin Health, Ms Joanne Kilty, Bairnsdale Regional Health, Ms Sarah Woodburn, East Grampians, and was supported by Ms Edwina Snowdon and Ms Carol Jordon, PMCV.

Mr Darryl Floyd, Angliss Hospital, completed his 2 year term as Chair in December 2014. The PMCV Board approved the appointment of Ms Sarah McConchie, Austin Health as Chair and Ms Abbey Gordon, Royal Children's Hospital as Deputy Chair.

DOMAIN 3: JMO WORKFORCE & PLACEMENT (COMPUTER MATCHING)

IMG subcommittee

There were a range of matters discussed by the IMG subcommittee including:

- Review and update of the IMG subcommittee Terms of Reference;
- Discussion paper prepared for inclusion in the PMCV Board review of subcommittee structure consultation process;
- Received updates on the work and activity of International Health Professions Victoria (IHPV);
- Received updates on IMG registration matters from Australian Health Practitioner Regulation Agency (AHPRA);
- Provided input into the stakeholder consultation review of the AMC PESCI Guidelines and Interview Reports;
- Discussion around ongoing strategies to support IMGs currently working (e.g. educational, professional development); and
- Received and considered relevant updates (e.g. Changes to the Competent Authority (CA) Pathway and Specialist Pathway for international medical graduates; role of PMCV as a CA pathway accredited provider).

A presentation was provided to the February 2015 meeting of the PMCV Board by the Chair of the IMG subcommittee, Dr Fabri, setting out the changed landscape for IMGs doctors, the ways in which the PMCV and the subcommittee could continue to support IMGs. The Board supported the conduct of an IMG Stakeholder Forum which was held as part of the Medical Education Symposium on 15 May 2015.

The forum, titled: *'Re-defining IMGs and their emerging issues'* focussed on a number of identified changes impacting on IMGs, including: an increase in IMGs moving into rural/general practice; the changing nature/demographics of IMGs requiring support and the changes in support and funding available to assist IMGs. In light of these issues, discussion focussed on how the PMCV IMG subcommittee in collaboration with the other key IMG stakeholders (e.g. DHHS, AHPRA, RWAV) could best move forward in managing IMG support.

Membership IMG subcommittee

The IMG subcommittee met four times during the reporting period. Membership of the IMG subcommittee as at 30 June 2015 is:

Chair

Dr Sean Fabri, Medical Clinical Educator/Supervisor Intern Training, Western Health

Medical Director, PMCV

Dr Jo Brown, Medical Advisor, PMCV

Metropolitan and Rural/Regional Health Services

Dr Sanjay Sharma, Staff Anaesthetist, Ballarat Health Services

IMG representative

Dr Gowrie Somarajah, Registrar, Austin Health

Australian Health Practitioner Regulation Agency

Ms Bronwyn Keen, Manager Medical Registration, Victoria

Medical Clinical Educator

Vacant

Medical Education Officer

Ms Wendy Tilling, West Gippsland Health Care

HMO Manager nominee

Ms Pauline Parr, HMO Manager, Latrobe Regional Health

Independent Members

Ms Beverley Sutton, CEO, Health Education Australia Limited

Ms Gillian Fawcett, Medical Education Officer/Professional Co-ordinator of IMGs, Western Health

In attendance

Ms Carol Jordon, Chief Executive Officer, PMCV

Ms Sharon Christie, Policy Officer, International Health Professions Victoria, Department of Health and Human Services.

Secretary

Ms Kylie Nicholls, IMG/Project/Website Manager, PMCV

DOMAIN 4: JMO WELFARE & PROFESSIONAL DEVELOPMENT

To support quality JMO training through engagement of JMOs, and support of their professional development.

The Victorian Junior Medical Officer (JMO) Forum has been very active during 2014-2015, with four formal meetings held during the reporting period and meetings of the JMO Forum executive between JMO Forum meetings. The JMO Forum was capably led during 2014 by Dr Matthew Harvey (Royal Children's Hospital) and Dr Julia-Lai-Kwon (St Vincent's Health). In November 2014, Dr Ophelia Wong (Monash Health) and Dr Sara de Menezes (Peninsula Health) were appointed by the Board as Co-Chairs for 2015.

Following a nomination process and review of nominations by the PMCV (CEO, Medical Advisor and Education Manager), and the Co-Chairs, JMO Forum, the JMO Executive committee positions were filled for 2015 with changeover occurring in April 2015 as follows:

Secretary	Dr Grace Cowderoy (2014); Dr Valerie Co (2015)
Accreditation	Dr Jocelyn Chu (2015); Dr Kate Gazzard and Dr Ophelia Wong (2014 and 2015)
Education	Dr Sara de Menezes and Dr Bob Wang (2014); Dr Ankit Gupta and Dr Yolande Fogarty (2015)
PHEEM	Dr Annie Hung (2104); Education officers as required
Professionalism	Dr Kerry Jewell (2014 and 2015)
Welfare	Dr Madeleine Honner (2014); Dr Grace Cowderoy and Dr Michelle Chen (2015)
Website/Social Media	Dr Khatijah Khalilur Rahman (2014); Dr Una Pak (2015)
Publications Officer	Dr Nidhi Panicker (2014); Dr Salvia Bhullar (2015)

The Victorian Institute of Forensic Medicine provided sponsorship for four junior medical officers to encourage their involvement in research and education in palliative and dementia care. The recipients of the inaugural scholarships were:

VIFM – Patient Safety	Dr Nicholas Lonergan and Dr Bharathy Gunasekaran
VIFM - Dementia Care	Dr Hannah Cross and Dr Katrina Sanderson

Forum meetings and structure

Within the forum, the Co-Chairs actively engaged members in discussions on a range of topics including:

- Raising awareness of JMO Forum and the roles of PMCV
- National Review of Medical Intern Year



*Dr Sara de Menezes
Co-Chair
Victorian JMO Forum*



*Dr Ophelia Wong
Co-Chair
Victorian JMO Forum*

- Review of the *Accreditation of Intern Terms Guidelines*
- Improving intern orientation
- Expectations of internship from the perspective of both new interns and health services
- PMCV Symposium topics such as improving ROVERs, medical education for after-hours doctors and career planning for JMOs
- PMCV Strategic Plan 2016-2018
- Online media update and encourage activity between meetings:
 - Private JMO Forum Facebook page and online discussions
 - Website officer involved in re-designing and updating the public JMO Forum website
- Future topic: Bridging the gap between intern year and HMO2.

The 'Showcase' section of the JMO Forum continued in 2015 to enable forum members to share something that is working well within their hospital/organisation or to share their Annual Outcome Plans progress. The first Showcase focussed on the Bullying and Discriminatory (BAD) project and sought JMO feedback on a draft of the BAD Poster. The second Showcase was presented by JMO Forum representatives from Peninsula Health, Dr Katrina Sanderson and Dr Cara Fox, regarding improving medical handover as part of a Clinical Redesign project.

A new 'Q&A session' was implemented in 2015 aimed at encouraging Forum members to work in small groups together to discuss a current and topical issue. The first meeting focussed on feedback from JMO Forum members about the national Review of Medical Intern Training for input into the PMCV and Confederation of Postgraduate Medical Education Councils (CPMEC) submissions to the Review and to the Australasian Junior Medical Officers' Committee (AJMOC), and PMCV Accreditation subcommittee.

DOMAIN 4: JMO WELFARE & PROFESSIONAL DEVELOPMENT

The second Q&A session was focussed on 'Interns understanding of the role of internship and discussion points included:

- What are the expectations of internship?
- How are the expectations conveyed by health services?
- Are there gaps in the information provided about the expectations?
- What strategies could we use to help bridge the expectations of new interns and their health services.

Annual Outcome Plans (AOPs)

Annual outcome plans (AOPs) continued in 2015; there were 21 joint and individual AOPs submitted. Themes include mentoring, JMO welfare/mental health, career planning, targeting professional isolation of JMOs and improving handover and paging.

Submissions and papers

The JMO Forum was very active in preparing a number of submissions and responses to consultations including:

- A response to PMCV and CPMEC in relation to the national Review of Medical Intern Training
- A report to the PMCV Board incorporating ideas for the Council's next Strategic Plan 2016-2018
- A response to the Royal Australasian College of Surgeons *Issues Paper on Discrimination, bullying and sexual harassment*.
- Feedback to the Australian Medical Council as part of their review of the PMCV as an intern accrediting organisation
- Reports to the Australasian Junior Medical Officers' Committee (AJMOC).

Transition

The JMO Forum raised the idea of conducting a transition workshop/seminar for final year students prior to commencing their internship in 2015. The PMCV consulted with stakeholders and established a work group to develop a pilot transition medical graduate to internship program. Due to a range of circumstances the program did not proceed but a series of modules developed for this program are being reviewed for utilisation in other programs.

PMCV Research Incentive Grants

Currently, the Co-Chairs and the Education officer of the JMO Forum are engaged in a project producing online learning materials for JMOs, particularly in an after-hours setting. Outcomes include an electronic database of online learning resources, available on the PMCV website, as well as collaboration with the 'onthewards' organisation. Refer website: <http://www.onthewards.org>. This collaboration has resulted in the production of online education videos and a survey in order to assess the project outcomes of increased JMO confidence and competence in managing common after-hours scenarios.

Alfred Health undertook a literature review on JMO welfare and support structures and the development of a tool for assessment of psychological stressors. Stage 1 of the project was completed in December 2014 and the final report is available on the PMCV website. <http://www.pmcv.com.au/education/research-incentive-grant>

CPMEC National Awards

Victorian JMO Award

This award recognises the significant contribution of a PGY1 or PGY2 doctor to prevocational teaching and learning in the workplace, involvement in PMCV activities, and involvement in projects and publications. The recipient of the Victorian JMO Award for 2014 was Dr Ophelia Wong, Intern, Monash Health. Dr Wong was presented with a certificate and received support to attend the national Forum in Hunter Valley, NSW, 2014.

Victorian Clinical Educator Award

This award recognises the contribution of an individual to teaching, mentoring and advocacy in relation to junior doctor education and training, their involvement in the development of innovative programs and approaches for junior doctors and of promotion of JMO well-being. The recipient of the Victorian Clinical Educator Award for 2014 was Dr Sean Fabri, Medical Clinical Educator and Supervisor of Intern Training, Western Health.



Dr Ophelia Wong, winner of the Victorian JMO Award 2014 with Ms Carol Jordon and Ms Marilyn Bullen



Professor Brendan Crotty presenting Dr Sean Fabri with the Victorian Clinical Educator Award 2014

DOMAIN 5: GOVERNANCE & STAKEHOLDER PARTNERSHIPS

To promote high quality JMO training outcomes through effective organisational leadership, and the creation of operational partnerships that align with key organisational objectives.

Communication and Interactions

Key interactions during 2014 and 2015 are outlined below:

Department of Health and Human Services

- Regular meetings with Department of Health and Human Services (DHHS) (Ms Carol Jordon, Dr Jo Brown, PMCV staff).
- Ms Carol Jordon provided administrative support and funding oversight for the Department's Victorian Rural Medical Scholarship Scheme.
- Dr Jo Brown is a member of the Department's Medical Workforce Development Reference Group (replaced the Medical Education Planning Group (MEPG) (Ms Carol Jordon as alternate).
- Dr Jo Brown and Ms Carol Jordon are members of the Department's Rural Community Intern Training Reference Group.
- Dr Jo Brown coordinated and monitored the progress of junior doctors in the intern training support program; annual report on program submitted to the Department.
- Dr Jo Brown successfully negotiated with the Department to provide funding to support a small number of interns in 2014 who required additional rotations in 2015 in order to gain general registration.
- Interactions with Nurse and Midwifery Policy Branch in relation to the Graduate Nurse and Midwifery Match.
- Interactions with Allied Health in relation to the Medical Radiation matches.

AMA Victoria

- Collaboration with AMA Victoria in the delivery and evaluation of the 2015 annual Medical Careers Expo.
- Interactions on specific issues (e.g. part-time training, JMO welfare and peer support).

Australian Medical Council (AMC)

- Liaison with the Australian Medical Council to plan the timetable for the AMC visit to assess the PMCV as an intern accreditation body.
- Timely submission of reports to the AMC (e.g. Annual Report as an AMC accredited organisation for hospital-based PESCOs).
- Responses and consultations (e.g. CA and Specialist Pathway)

Medical Board of Australia

- Interactions with MBA registration staff through their participation in PMCV IMG subcommittee meetings and presentations to HMO Managers subcommittee.
- Annual presentation to Victorian Board of the Medical Board of Australia.
- Bi-Annual reporting to the Medical Board of Australia on intern accreditation recommendations and other issues of interest.

Victorian medical schools

- Continued liaison with the Clinical Deans of the Victorian medical schools through bi-annual meetings and discussion of issues in relation to intern recruitment, transition from medical student to intern, the state-wide InternZScore, evaluation of the standardised CV template introduced in 2014 and the transfer of information between medical student and a health service.

General

- Regular meetings of the CEO and Medical Advisor with Professor Brendan Crotty, Chair of the PMCV Board, to progress Council business.
- Participation of Council staff and chairs in accreditation visits to health services and general practices: Dr Jo Brown, Dr Michael Franco, Ms Monique Le Sueur and Ms Carol Jordon.
- Interactions with the Chief Radiologists to review the implementation of the state-wide computer match for Radiology trainees in Victoria in 2014 and planning for the 2015 Radiology Match: Ms Edwina Snowdon and Ms Carol Jordon.
- Successful negotiations with health services for PMCV to deliver in-house professional development programs.
- Participation in the Victorian consultation forum and CPMEC meetings with the review team undertaking the national Review of Medical Intern Training; submission of a PMCV response to "the Review".

DOMAIN 5: GOVERNANCE & STAKEHOLDER PARTNERSHIPS

National

Confederation of Postgraduate Medical Education Councils

The Postgraduate Medical Council of Victoria is a member of the Confederation of Postgraduate Medical Education Councils (CPMEC), the peak Australasian body for State and Territory organisations with the key role of supporting and developing education and training standards and requirements for interns and hospital medical officers in prevocational years. CPMEC works closely with the Medical Board of Australia (MBA), Australian Medical Council (AMC), AMA Victoria, Medical Deans, Committee of Presidents of Medical Colleges (CPMC), and federal and state health departments.

PMCV involvement with CPMEC has been at a number of levels. Professor Brendan Crotty (alternate Dr Jo Brown) was the PMCV nominated member on CPMEC Board. Ms Carol Jordon is a member of the CPMEC Principal Officers Group. PMCV representatives on the Australasian Directors of Clinical Training, JMO and Medical Education Officers Committees of CPMEC were A/ Professor Louis Irving, Dr Ophelia Wong and Dr Sara de Menezes, and Ms Marilyn Bullen respectively.

Accreditation

Ms Monique Le Sueur and Ms Carol Jordon attended meetings of the Prevocational Medical Accreditation Network of the CPMEC. The aim of this group is to harmonise our local accreditation standards with the national Prevocational Medical Accreditation Framework and it normally meets three to four times per year. A paper on establishing a databank of prevocational interstate surveyors was developed and approved and is being implemented.

COAG announced a national Review of Medical Intern Training and PMCV participated in the stakeholder meetings involving CPMEC members. PMCV contributed to the CPMEC response to the national review.

Indigenous Health

CPMEC and Australian Indigenous Doctors Association formally signed a collaboration framework in Sydney in June 2012. Members of CPMEC are being asked to identify initiatives being undertaken to implement the framework in their own jurisdiction.

Professional Development Programs

The Confederation of Postgraduate Medical Education Councils has developed a two-day *Professional Development Program for Registrars* (PDPR) aimed at registrars from all medical specialties. Initially developed in Victoria, it has now become a national program that enhances the leadership and management skills of registrars. The PDPR covers topics aimed at increasing self-awareness; building skills and techniques to manage and lead others, and delivering efficient and effective patient care. Two PDPR sessions were conducted for PMCV and were attended by a total of 30 registrars from metropolitan, regional and rural hospitals. The programs were directed by Dr Jag Singh, CPMEC CEO. The program continues to enjoy excellent ratings from participants.

CPMEC Funding

Since the cessation of funding to CPMEC from the commonwealth government from 1 July 2014, CPMEC continues to make an important contribution to postgraduate medical education and training in Australia. It is of great concern that the federal government sees fit to spend \$10 million to support international fee paying students but does not see fit to contribute a very small to an organisation that supports domestic Australian prevocational doctors.

The CPMEC Board recently approved change to its governance structure. This included a revision of the purpose statement of CPMEC and a provision to appoint up to 4 Elected Directors. For the first time, a JMO is directly represented on the Board and it is worthwhile to note that a Victorian-based JMO, Dr Sara De Menezes is the first appointee.



Participants in a PDPR program March 2015

CONTRIBUTIONS

In addition to the contribution of our PMCV Board the work of Council is supported by many volunteer members on subcommittees, as accreditors, as contributors to workshops and symposia and as supervisors and educators. We would like to formally acknowledge our appreciation of their generosity and active interest in issues relating to prevocational medical education, which are acknowledged in this report.

There have been numerous accreditation visits to health services from July 2014 to June 2015 and we acknowledge the contribution of the following team leaders:

Dr Stefan Kane (Ballarat Health Services (including Queen Elizabeth Centre); Dr John Ferguson (St Vincent's Health Private, St George's Hospital and Caritas Christ Hospice); Dr Rod Fawcett and Dr Stefan Kane (Echuca Regional Health); Dr Michael Franco (Murray to Mountains Intern Training Program, including 6 general practices); Professor Rick McLean (Mildura Base Hospital); Dr Michael Franco and Mr Peter Naughton (Melbourne Health, including Royal Women's Hospital); Dr John Ferguson and Dr Neil Cunningham (Peninsula Health, including Frankston Hospital, Rosebud Hospital, Mornington Centre and Frankton Community Rehabilitation Centre); Dr Susan Sdrinis (Royal Children's Hospital); Dr Ka Chun Tse and Dr Susannah Ahern (Western Health, including Footscray, Sunshine and Williamstown hospitals and Djerriwarrh Health Services); Dr Erwin Loh and Dr Stefan Kane (Epworth Healthcare); Dr Rod Fawcett (Wimmera Health Care Group)

Members of survey teams included: Dr Jo Brown, Dr Anastasia Castles, Dr Neil Cunningham, Dr Linda Danvers, Dr Paul Eleftheriou, Dr Sean Fabri, Dr Stefan Kane, Dr Eugenia Koulaeva, Dr Talvika Kooblal, Dr Julia Lai-Kwon, Dr Alastair Mah, Ms Sarah McConchie, Mr Richard Nasra, Mr Peter Naughton, Dr Louisa Ng, Dr Caitlyn O'Mahony, Dr Amir Rahimi, Dr Matthew Ng, Dr Jhanavi Ragnaswamy, Dr Grant Rogers, Dr James Runciman, Dr Sanjay Sharma, Dr Boon Shih Sie, Dr Peter Stevens, Dr May Tsai, and Dr Ophelia Wong.

Medical Education Officers (MEOs) are members of various PMCV subcommittees: Ms Sharon Humphries and Ms Elizabeth Pryor (Education); Ms Wendy Tilling (IMG).

MEOs contributed to a range of Working Groups for PMCV projects:

- PHEEM Project Group: Ms Marilyn Bullen, Ms Jennifer Ah-Kion, Ms Paula Gray; Ms Helen Enright, and Ms Susie Sangas. Dr Brendan Condon is also a very active member of this group.

- Professionalism Project Group: Dr Sean Fabri, Dr Rod Fawcett, Dr Jenny Brookes, Dr Kerry Jewell (PGY2), Dr Jo Brown and Ms Marilyn Bullen. BAD (Bullying and Discriminatory) behaviour Project Group: Ms Natasha Pasquier Ms Marilyn Bullen and Dr Joanne Brown and consultation with Ms Caroline Lambert.
- Transition to Internship Project Group: Dr Veronique Browne, Ms Elaine Kamleh, Ms Pauline Dib, Dr Madeleine Honnor, Ms Natasha Pasquier, Dr Jo Brown, Ms Marilyn Bullen and Ms Carol Jordon as well as Dr Steve Moylan, Dr Natahsa Holmes, Dr Kelly – Anne Garnier, Dr Ophelia Wong and Dr Matt Stokes. Regardless of the outcomes of this project much hard work and sincere effort was contributed by those mentioned. The project components continue to be utilised in other programs and agendas.

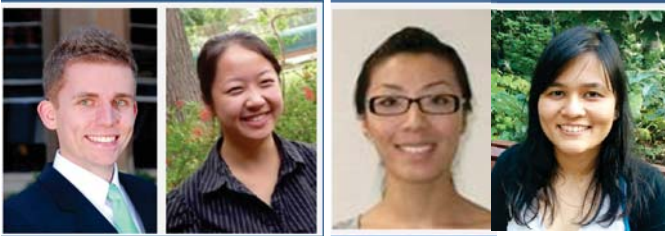
The *Teaching on the Run* and the *Professional Development of Registrar* programs continue to receive very positive evaluations. We thank Ms Marilyn Bullen our Education Manager for coordinating and facilitating these programs.

Accredited TOTR facilitators who are involved in facilitating the TOTR program include Ms Kylie Nicholls (PMCV), Dr Ruth Hew (Western Health), Dr Tamsin Bryan (St Vincent's Health), Dr Phuong Pham (Ballarat Health Services); Dr Jo Brown (PMCV/Austin Health) and Dr Craig Noonan (Monash Health).

The PMCV conducted the national *Professional Development Programs* for Registrars (PDPR) programs which were facilitated by Dr Jag Singh, Chief Executive Officer, CPMEC. The following people co-facilitated the programs: Dr Sean Fabri (Western Health), Dr Ruth Hew (Western Health) Dr Craig Noonan (Monash Health), A/Professor Louis Irving (Melbourne Health), Ms Marilyn Bullen (PMCV) and Dr Jo Brown (PMCV).

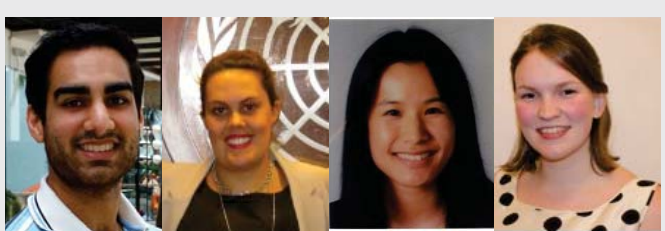
CONTRIBUTIONS

The contribution of junior medical staff on subcommittees, as accreditors and as members of the Victorian JMO Forum is greatly appreciated. In particular we thank Dr Matthew Harvey and Dr Julia Lai-Kwon for their leadership of the JMO Forum until December 2014 and we welcomed Dr Ophelia Wong and Dr Sara de Menezes as Co-Chairs of the JMO Forum for 2015.



Dr Matthew Harvey & Dr Julia Lai-Kwon Dr Ophelia Wong & Dr Sara de Menezes

In April 2015 we welcomed newly elected JMO Forum representatives to PMCV subcommittees: Dr Ankit Gupta and Dr Yolande Fogarty (Education); Dr Jocelyn Chu (Accreditation); Dr Grace Cowderoy and Dr Michelle Chen (Welfare); Dr Una Pak (Social media/IT); Dr Salvia Bhullar (Publications); and Dr Valerie Co (Secretary). Dr Kate Gazzard and Dr Ophelia Wong continued on the Accreditation subcommittee and Dr Kerry Jewell continued as the Professionalism officer.



Dr Ankit Gupta Dr Yolande Fogarty Dr Jocelyn Chu Dr Grace Cowderoy



Dr Michelle Chen Dr Una Pak Dr Salvia Bhullar Dr Valerie Co



Dr Kate Gazzard Dr Ophelia Wong Dr Kerry Jewell

Drs Nicholas Lonergan, Bhatathy Gunasekaran, Hannah Cross and Katrina Sanderson were successful in receiving an inaugural scholarship from the Victorian Institute of Forensic Medicine

We farewelled 2014 JMO portfolio heads in April 2015: Dr Bob Wang and Dr Sara de Menezes (Education); Dr Annie Hung (PHEEM project), Dr Madeleine Honner (Welfare), Dr Kate Rahman (Social media/IT); Dr Nidhi Panicker (Publications) and Dr Grace Cowderoy (Secretary). We thank Dr Matthew Harvey and Dr Julia Lai-Kwon for their significant investment of time in preparing for the national meeting of JMOs at the 2014 National Prevocational Medical Education Forum in Hunter Valley, NSW. Dr Meghan Cooney and Dr Laurie Warfe completed their terms on the PMCV Board in November 2014.

HMO Managers/Medical Workforce Managers have contributed in various ways to the work of Council. Ms Pauline Parr, Ms Kath Ronan and Mr Peter Naughton are members of the Workforce subcommittee. The Chair of the HMO Managers Group, Ms Sarah McConchie, is a member of the Workforce subcommittee and attends meetings of the Clinical Deans Group.

We would also like to thank the following for their participation in the delivery of the centralised Orientation program for IMGs: Dr Sean Fabri, Ms Jo-Anne Mazzeo, Ms Judith Miralles, Dr Johannes Wenzel, Dr Hung Nguyen, Ms Emma Leehane and Ms Kylie Nicholls (IMG Manager, PMCV).



Participants in a Hitting the ground running (HTGR) - IMG orientation program 2015

WEBSITE AND PUBLICATIONS

The Postgraduate Medical Council of Victoria website, with the domain name www.pmcv.com.au offers an introduction to Council and provides a platform for communication about Council's key activities. Visitors can access information on the PMCV Board and each of the five subcommittees including their key responsibilities, membership and meeting dates.

Website visits

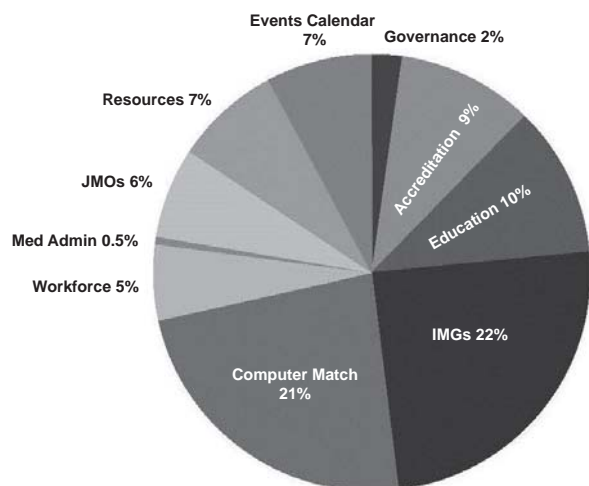
Between the period 1 July 2014 to 30 June 2015, 64,114 visits (37,411 unique visits) were made to the PMCV website. 55% of visitors were new to the site and 45% were return visitors. The number of pages visited in this period was 141,287, averaging 387 pages visited per day. Peak periods were in July 2014 and May-June 2015. The average visit duration was 1 minute 49 seconds.

Visitors to the PMCV website were sourced predominantly from web search engines (68%) with Google being the most widely used. Commonly searched words included, "PMCV," "Computer Match," "PHEEM," "Teaching on the Run", "PESCI" and National Intern Training Framework". Other sources of traffic included direct traffic 16% (i.e. entry of domain name into web browser) or via referring sites –15%. Main sites for referred traffic were the Computer Matching Service, Victorian hospitals and health services and the Medical Board of Australia.

Content usage:

The main sections of the PMCV website include:

Governance	Workforce
Accreditation	Medical Administrators
International Medical Graduates	JMOs
Education	Resources
Computer Match	Events Calendar



% of total visits to PMCV Website

The most visited sections of the website were the "IMG" (22%) and "Computer Match" (21%) related pages. The "Resources" and "Events" sections made up 14% of all visits. Various publications, resources and policy documents are available for download from the "Resources" section of the website, and the website Events Calendar provides a tool to communicate Council's activities to key stakeholders.

Document Downloads

The top 5 PMCV document downloads were: 1. A Guide for Interns in Victoria; 2. Careers Expo flyer; 3. Specialty Training in Australia; 4. Education program flyers and 5. JMO online learning resources.

Reports and Publications

The PMCV *E-newsletter* is produced monthly and includes an overview of Council's events as well as articles and links to other significant activities in junior doctor welfare and education. The E-newsletter is sent out via email and has an open rate of approximately 30% each month. As at 30 June 2014 there were 940 subscribers.

Reports:

1. Bi-annual reports to the Medical Board of Australia (September 2014 and March 2015).
2. Accreditation and Quality Improvement Report to the Department of Health and Human Services (January 2015).
3. Review of Provisionally Accredited 2013 Intern Posts to the Department of Health and Human Services (October 2014).
4. Review of 2014 Postgraduate Year 2 Positions in Victorian Health Services (April 2015)
5. Annual Report to the Department of Health and Human Services (June 2015).

Publications:

1. PMCV Annual Report 2013-14 (November 2014)
2. *Working in Victoria's Healthcare system: An orientation manual for international medical graduates* (14th edition, May 2015)
3. JMO Forum booklet 2015 (8th edition, February 2015)
4. *A Guide for Interns in Victoria* (November 2014)

Resources:

All PMCV policies, guidelines, accreditation application forms and links to relevant websites can be accessed via the Resource section of the PMCV website: <http://www.pmcv.com.au/>

Website Upgrade

The PMCV website underwent a significant upgrade to its Content Management System (CMS) – 'Joomla' during February-March 2015. The upgrade was successfully completed by Butterfly Internet. An additional feature of the new system is an 'Events Booking' component which allows participants to register via the website for specific PMCV events. The system has been successfully trialled with a Medical Educator workshop and the PMCV Symposium.

POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.

FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2015

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CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2015

I am pleased to present the 2014-2015 annual report which outlines another successful year for the Council.

During the past 12 months PMCV has continued to support Victorian Department of Health and Human Services objectives for growth of Victorian intern positions. We have participated in the National Intern Data Management Work Group overseeing intern application and acceptance processes in each jurisdiction. We have also supported rural interns through administration of the Victorian Rural Medical Scholarship scheme. Council is represented on the Department of Health's Victorian Clinical Placements Council (VCTC) and we have contributed to VCTC subcommittees and working groups such as the Medical Workforce Development Reference Group (previously Medical Education Planning Group) and the Rural Intern Community Training Reference Group. It is pleasing that regular meetings with the Medical Workforce branch have resumed.

The welfare and professional development of prevocational trainees has been a major priority during the year: as a theme of PMCV's 2015 Medical Education Symposium and through the development and launch of the BAD (Bullying and Discriminatory) behaviour poster and a range of resources on the PMCV website. A working group has been established to discuss and identify strategies to improve the welfare of junior doctors.

Funding from the Department of Health and Human Services has supported a small number of interns who did not meet general registration requirements to undertake accredited supernumerary rotations to complete intern requirements. Unfortunately a transition workshop which we hoped to deliver in the first few weeks of the year to help interns manage the transition from medical student to intern did not proceed. However, we have been able to deliver several components of the workshop to junior medical staff during the year.

Following discontinuation of funding to the Confederation of Postgraduate Medical Education Councils (CPMEC) in the 2014-15 Commonwealth budget, PMCV has continued to support CPMEC and work with the Confederation and other Postgraduate Medical Councils on strategies to maintain a national voice for prevocational trainees and to support continuation of the annual National Prevocational Forum.

PMCV provided a submission to the national Review of Medical Internship and also had input into the CPMEC submission and participated in stakeholder consultation sessions. The final report of the review is expected to be released later this year.

The Council moved to new premises in May, which provide a much improved working environment for our staff and visitors, as well as a training room for onsite delivery of professional development programs. Options for videoconferencing are currently being explored.

Strategic Planning

PMCV is entering the final year of its 2013-2015 Strategic Plan. Progress against the plan continues to be monitored by the Board and targets are included in the annual work plans of all of our subcommittees; Accreditation, Education, International Medical Graduates, Workforce and HMO Managers. The Board conducted a 2016-2018 Strategic Planning Workshop in May 2015 and received oral presentations from the Chairs of the PMCV subcommittees to help inform the development of the new plan, as well as a written submission from the JMO Forum.

Governance

PMCV's Board met four times during the year. An Executive Committee (Chair, Deputy Chair, Treasurer and Chief Executive Officer) met between Board meetings as required. The Board's Nomination Committee oversaw the election of two Board member positions, representing general practitioners (to replace Dr Laurie Warfe) and recent graduates (to replace Dr Meghan Cooney). A/Professor Lyn Clearihan was appointed as the general practitioner representative on the Board and Dr Golsa Adabi was appointed as the recent medical graduate representative. The Board has recently commenced another election process for three elected Board positions whose terms of appointment expire in November 2015.

A report of each Board meeting is included in our e-newsletter and on PMCV's website.

Financial and Risk Management

The Board's Finance and Risk Committee, chaired by Dr Mark Garwood, met 5 times and provided a report to each Board meeting.

The Medical Board of Australia has implemented a new funding model for intern accreditation and PMCV is now receiving additional funding to support this activity. There has been some diversification of Council's revenue base beyond Department of Health and Human Services and the Medical Board. Funding has been supplemented by expansion of educational programs (an orientation program for international medical graduates - Hitting the Ground Running - and Teaching on the Run programs for prevocational trainees and supervisors/educators) and Pre-employment Structured Clinical Interview (PESCI) training for health service staff. Additional revenue was received for the computer matching service for the Royal Australian and New Zealand College of Radiologists trainees in Victoria, which was conducted again in 2015. Council continues to investigate additional funding sources.

CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2015

Financial statements presented later in this report demonstrate that Council incurred a loss of \$59,549 from ordinary activities, primarily due to accrued computer matching expenses, along with costs associated with moving premises.

At the time of writing discussion with the Department of Health and Human Services on the 2015-2016 service plan are underway.

Accreditation

The PMCV welcomed Dr Michael Franco as the new Chair of the subcommittee. He is very ably supported by Ms Monique Le Sueur, our Accreditation Manager.

The Accreditation subcommittee had a very busy year, which included an evaluation of the first year of revised PMCV intern accreditation standards implemented in Victorian hospitals in 2014. Recently accredited Rural Community Intern Training programs were closely monitored.

Interim approval of PMCV as intern accreditation authority in 2014 was followed by a full accreditation visit by the Australian Medical Council (AMC) in July 2015. A report from the AMC is expected later this year.

JMO Forum

The Victorian JMO Forum has been very active under the leadership of Dr Ophelia Wong and Dr Sara de Menezes. Portfolio leads are involved in relevant PMCV subcommittees and work and project groups. A Q&A session is now included in each JMO Forum meeting. Topics have included The Medical Intern Year, Expectations of Internship and Bullying and Bad Behaviour.

Computer Matching

The Council administers a range of medical (intern, postgraduate year 2 (PGY2), basic physician trainee, radiology registrar) and non-medical (nursing and midwifery graduate year, medical radiations internship) computer matches on behalf of the Victorian Department of Health and Human Services. The matching service continues to expand through growth in the numbers of training positions and applicants. Computer matches and their underlying IT support systems are closely monitored by the Finance and Risk Management Committee and through PMCV's risk management framework.

Events Subsequent to the end of the reporting period

In the interval between the end of the financial year and the date of this report there has not been any item, transaction or event of a material nature likely, in the opinion of the Board, to significantly affect the operations of Council, the results of its operations, or the state of affairs of the Council in subsequent financial years.

Indemnification of Officers and Auditors

The Council has paid premiums to insure each Board and subcommittee member against liabilities, costs and expenses incurred by them in defending any legal proceedings arising from acting in their capacity as a member of Council, other than that involving a wilful breach of duty in relation to Council.

During or since the financial year the Council has not indemnified or made any agreement to indemnify an officer or auditor of the Council or any related body corporate against a liability incurred by an officer or auditor. The Council has not paid or agreed to pay a premium for a contract insuring a liability incurred by an officer or auditor.

Appreciation

I would like to take this opportunity to thank the Board, subcommittee chairs and members, accreditation teams, the Chief Executive Officer, the Medical Advisor and all PMCV staff for their hard work, commitment and continuing support during the year. I would also like to acknowledge the many volunteers and doctors in training who have assisted and advised the Council; our activities are heavily dependent on your generous contributions.

Finally I would like to record Council's gratitude to three individuals who left the organisation during the year: Professor Rick McLean, Chair of the Accreditation subcommittee who resigned in December after 3.5 years in this role, and Dr Meaghan Cooney and Dr Laurie Warfe.

Mr Darryl Floyd completed his term as Chair of the HMO Managers subcommittee in December 2014, as did the Chair and Deputy Chair of the JMO Forum, Dr Mathew Harvey and Dr Julia Lai-Kwon.



Professor Brendan Crotty
Chair, PMCV Board
Melbourne
18 September 2015

STATEMENT BY MEMBERS OF THE BOARD FOR THE YEAR ENDED 30 JUNE 2015

The Board has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

We state, that in our opinion, the financial report as set out on pages 35-46:

1. Presents a true and fair view of the financial position of Postgraduate Medical Council of Victoria Inc. as at 30 June 2015 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Postgraduate Medical Council of Victoria Inc. will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Board by:



Professor Brendan Crotty
Chairman, PMCV
18 September 2015
Melbourne



Dr Mark Garwood
Treasurer, PMCV
18 September 2015
Melbourne

STATEMENT OF COMPREHENSIVE INCOME FOR YEAR ENDED 30 JUNE 2015

	NOTE	2015 \$	2014 \$
INCOME	2	1,758,645	1,681,493
EXPENDITURE			
Advertising and communication expenses		(3,728)	(2,840)
Catering Expenses		(40,718)	(48,953)
Chair session expenses		(12,490)	(2,006)
Consultant fees		(10,525)	(15,112)
Contractor expenses		(48,025)	(44,281)
Facilitator/Team Leader Fees		(57,589)	(72,236)
Payroll expenses		(762,040)	(601,617)
Rent expenses		(91,337)	(38,722)
Scholarship expenses		(527,315)	(574,334)
Travel expenses		(32,185)	(32,954)
Other expenses		(232,242)	(217,942)
Total expenses		(1,818,194)	(1,650,997)
Net Surplus / (Deficit)	3	(59,549)	30,496
TOTAL COMPREHENSIVE INCOME / (LOSS) FOR THE FINANCIAL YEAR		(59,549)	30,496

The accompanying notes form part of this financial report.

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2015

	NOTE	2015 \$	2014 \$
CURRENT ASSETS			
Cash and cash equivalents	4	1,784,266	1,716,719
Trade & other receivables	5	135,365	43,929
TOTAL CURRENT ASSETS		1,919,631	1,760,648
NON CURRENT ASSETS			
Property, plant & equipment	6	15,228	27,503
TOTAL NON CURRENT ASSETS		15,228	27,503
TOTAL ASSETS		1,934,859	1,788,151
CURRENT LIABILITIES			
Trade & other payables	7	257,626	50,020
Accrual for unexpended grants	8	239,161	257,687
Employee provisions	9	91,855	84,384
Other provisions	10	69,859	60,153
TOTAL CURRENT LIABILITIES		658,501	452,244
TOTAL LIABILITIES		658,501	452,244
NET ASSETS		1,276,358	1,335,907
REPRESENTED BY:			
ACCUMULATED FUNDS			
Retained Earnings		960,687	960,687
General reserve	11	375,220	375,220
TOTAL ACCUMULATED FUNDS		1,276,358	1,335,907

The accompanying notes form part of this financial report.

STATEMENT OF CHANGES IN EQUITY FOR YEAR ENDED 30 JUNE 2015

	RETAINED EARNINGS	GENERAL RESERVE	TOTAL
	\$	\$	\$
BALANCE AT 1 JULY 2013	930,191	375,220	1,305,411
Surplus attributable to members	30,496	-	30,496
BALANCE AT 30 JUNE 2014	960,687	375,220	
Deficit attributable to members	(59,549)	-	(59,549)
BALANCE AT 30 JUNE 2015	901,138	375,220	1,335,907

The accompanying notes form part of this financial report.

STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2015

	NOTE	2015 \$	2014 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash receipts from customers, members and grants		1,840,882	1,393,662
Interest received		42,098	46,545
Cash payments to suppliers and employees		(1,814,553)	(1,871,659)
Interest paid		-	-
Net cash provided by operating activities	13 (ii)	70,427	(431,452)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(2,880)	(12,729)
Net cash used by investing activities		(2,880)	(12,729)
Net increase/(decrease) in cash held		67,547	(444,181)
Cash at the beginning of period		1,716,719	2,160,900
Cash at the end of the financial year	13 (i)	1,784,266	1,716,719

The accompanying notes form part of this financial report.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is for Postgraduate Medical Council of Victoria Inc as an individual entity. Postgraduate Medical Council of Victoria Inc is an association incorporated in Victoria under the *Associations Incorporation Reform Act 2012* (Victoria).

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012* (Victoria). The Board has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

a. Revenue Recognition

Grant Revenue is recognised in the Statement of Comprehensive Income when it is controlled. When there are conditions attached to grant revenue relating to the use of those grants for specific purposes it is recognised in the Statement of Financial Position as a liability until such conditions are met or services provided. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Other revenue is recognised when the right to receive the revenue has been established. In accordance to the constitution of the Association, no membership fees or subscriptions are payable by members. All revenue is stated net of the amount of goods and services tax (GST).

Income Tax

No provision for income tax has been raised, as the entity is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

c. Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

d. Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

e. Unexpended Grants

The entity receives grant monies to fund projects either for contracted periods of time or for specific projects irrespective of the period of time required to complete those projects. It is the policy of the entity to treat grants monies as unexpended grants in the statement of financial position where the entity is contractually obliged to provide the services in a subsequent financial period to when the grant is received or in the case of specific project grants where the project has not been completed.

f. Property Plant & Equipment

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated on a diminishing value basis over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Fixed Asset Class	Depreciation Rate
Computers & equipment	37.5-40%
Office furniture & equipment	5-25%

g. Employee Entitlements

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to reporting date. Employee benefits expected to be settled within one year together with benefits arising from wages, salaries and annual leave which may be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on costs. Other employee benefits payable later than one year have been measured at the net present value.

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

h. Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred. Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
2. REVENUE		
Revenues		
Grant Income DoHA	1,410,808	1,408,589
Accreditation Income – Medical Board	134,168	76,614
IMG's Orientation Income	57,124	39,077
Interest Income	42,098	42,909
Other Income	114,447	114,304
	1,758,645	1,681,493
3. NET SURPLUS / (LOSS)		
Net surplus / (loss) has been arrived at after charging / (crediting) the following items:		
Audit services	3,773	3,800
Accounting services	20,240	19,050
Depreciation of plant and equipment	6,782	9,806
Movements in provisions for employee entitlements	7,471	(52,313)
Loss on disposal of assets	8,373	6,581
Provision for office relocation	-	43,000
Provision for computer matching	50,000	-
4. CASH AND CASH EQUIVALENTS		
Cash at bank – Cheque account	46,808	27,051
Cash at bank – V2 account	628,436	680,664
Term Deposit	1,042,629	1,009,004
ANZ Bank Guarantee	66,393	-
	1,784,266	1,716,719
5. TRADE & OTHER RECEIVABLES		
Sundry debtors	66,007	27,786
Lease Asset	45,843	-
Interest receivable	1,223	3,222
GST Receivable	22,292	12,921
	135,365	43,929

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
6. PROPERTY, PLANT & EQUIPMENT		
Computers & equipment		
At cost	45,529	51,943
Less accumulated depreciation	(33,370)	(35,417)
	12,159	16,526
Office furniture & equipment		
At cost	20,630	47,410
Less accumulated depreciation	(17,561)	(36,433)
	3,069	10,977
Total property, plant & equipment	15,228	27,503

Movements in carrying amounts current year

	COMPUTER EQUIPMENT \$	OFFICE FURNITURE \$	TOTAL \$
Balance 1 July 2013	16,860	14,301	31,161
Additions	12,729	-	12,729
Disposals	(6,581)	-	(6,581)
Depreciation expense	(6,482)	(3,324)	(9,806)
Carrying amounts 30 June 2014	16,526	10,977	27,503

Movements in carrying amounts prior year

	COMPUTER EQUIPMENT \$	OFFICE FURNITURE \$	TOTAL \$
Balance 1 July 2014	16,526	10,977	27,503
Additions	2,880	-	2,880
Disposals	(1,294)	(7,079)	(8,373)
Depreciation expense	(5,953)	(829)	(6,782)
Carrying amounts 30 June 2015	12,159	3,069	15,228

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
7. TRADE & OTHER PAYABLES		
Rental Incentive Liability	62,215	-
Accruals	15,572	4,507
PAYG withholding payable	11,728	7,899
Sundry Creditors	168,111	37,614
	257,626	50,020
8. ACCRUAL FOR UNEXPENDED GRANTS		
Accrual for unexpended grants	239,161	257,687
	239,161	257,687
9. EMPLOYEE PROVISIONS		
Provision for annual & conference leave	26,043	33,340
Provision for long service leave	65,812	51,044
	91,855	84,384
10. OTHER PROVISIONS		
Provision for Video Conferencing Services	17,153	17,153
Provision for Office Relocation	2,706	43,000
Provision for Computer Matching	50,000	-
	69,859	60,153
11. GENERAL RESERVE		
Balance at the beginning of the financial year	375,220	375,220
Transfer from retained surplus	-	-
Balance at the end of the financial year	375,220	375,220
12. OPERATING LEASE COMMITMENTS		
Future operating lease rentals not provided for in the financial statements and payable:		
Not later than one year	85,075	10,550
Later than one year but not later than five years	360,095	-
Total	445,170	10,550

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
13. NOTES TO THE STATEMENT OF CASH FLOWS		
(i) Reconciliation of cash		
For the purposes of the Statement of cash flows, cash includes cash on hand and short term deposits with banks or financial institutions.		
Cash at the end of the financial year as shown in the Statement of cash flows is reconciled to the related items in the Statement of financial position as follows:		
Cash at bank and short term deposits	1,784,266	1,716,719
	1,784,266	1,716,719
(ii) Reconciliation of operating profit to net cash provided by operating activities		
Net Surplus	(59,549)	30,496
Add/(Less) non-cash items:		
Depreciation	6,782	9,806
Loss on disposal of assets	8,373	6,581
<i>Net cash provided by operating activities before changes in assets and liabilities</i>	(44,394)	46,883
Changes in assets and liabilities:		
Decrease/(Increase) in debtors	(38,221)	(8,499)
Decrease/(Increase) in prepayments	(45,843)	7,768
Decrease/(Increase) in interest receivable	1,999	3,636
Increase/(Decrease) in other payables	196,541	2,400
Increase/(Decrease) in GST payable	(9,371)	(98,259)
Increase/(Decrease) in accruals	11,065	(3,942)
Increase/(Decrease) in unexpended grants	(18,526)	(371,618)
Increase/(Decrease) in provision for employee entitlements	7,471	(52,314)
Increase/(Decrease) in other provisions	9,706	42,493
Net cash provided by operating activities	70,427	(431,452)

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Postgraduate Medical Council of Victoria Inc., which comprises the statement of financial position as at 30 June 2014 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the statement by members of the Board.

The Board's Responsibility for the Financial Report

The Board of the association is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012* (Victoria) and is appropriate to meet the needs of the members. The Board's responsibilities also include establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of Postgraduate Medical Council of Victoria Inc. presents a true and fair view of the financial position Postgraduate Medical Council of Victoria Inc. as of 30 June 2014 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the *Associations Incorporation Reform Act 2012* (Victoria).

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Postgraduate Medical Council of Victoria Inc. to meet the requirements of the *Associations Incorporation Reform Act 2012* (Victoria). As a result, the financial report may not be suitable for another purpose.



ACCRU MELBOURNE (AUDIT) PTY LTD
Chartered Accountants



R A LANE
Director

18 September 2015

DISCLAIMER

The Revenue and Expense Statement is in accordance with the books and records of Postgraduate Medical Council of Victoria Inc. which have been subject to the auditing procedures applied in our statutory audit for the year ended 30 June 2015. It will be appreciated that our statutory audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

In accordance with our firm policy, we advise that neither the Firm nor any member or employee of the Firm undertakes responsibility arising in any way whatsoever to any person (other than the council) in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.



ACCRU MELBOURNE (AUDIT) PTY LTD
Chartered Accountants



R A LANE
Director

18 September 2015

REVENUE AND EXPENSE STATEMENT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2015

To be read in conjunction with the accompanying disclaimer

		\$	2015	\$	2014
Revenue	Grant Income		1,410,808		1,408,589
	Accreditation Income		134,168		76,614
	IMGs Orientation		57,124		39,077
	Interest Income		42,098		42,909
	Other Income		114,447		114,304
	Total Revenue		1,758,645		1,681,493
Expenses	Audit Fees		3,773		3,800
	Accounting Fees		20,240		19,050
	Administration Expenses		727		-
	Advertising Expense		3,728		2,840
	Bank Charges		3,658		1,287
	Catering Expense		40,718		48,953
	Chair Session Expenses		12,490		2,006
	Computer Maintenance and Support		25,813		26,385
	Conference Expenses		1,405		716
	Contractor Expenses		48,025		44,281
	Depreciation Expense		6,782		9,806
	Fees – CPMEC		20,610		6,300
	Insurance Expense		7,520		7,768
	Legal costs		5,193		5,313
	Loss on disposal of assets		8,373		6,581
	Materials Development		23,654		15,563
	Payroll Tax		8,608		4,507
	Photocopy Expenses		7,201		9,043
	Postage and Courier Expense		3,298		2,456
	Printing and Publications		5,519		21,692
	Provision for Annual & Conference Leave		(7,297)		(58,643)
	Provision for Long Service Leave		14,768		6,329
	Provision for Office Relocation		-		43,000
	Provision for Computer Matching		50,000		-
	Participant/Team Leader fee		57,589		72,236
	Rent Expense		91,337		38,722
	Repairs & Maintenance		159		99
	Salaries & Wages		641,455		558,058
	Scholarship Expenses		527,315		574,334
	Staff Development		6,262		12,170
	Stationery and Supplies		3,434		2,489
	Sundry Expense		4,080		3,827
	Subscriptions		8,456		2,551
	Superannuation Contributions		95,615		84,126
	Telephone/Internet Expense		16,084		18,046
	Travel Expenses		32,185		32,954
	Workcover Expense		8,892		7,240
	Total Expenses		1,818,194		1,650,997
	Operating Surplus / (Deficit)		(59,549)		30,496

NOTES:

NOTES:



POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.
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