



POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.  
Annual Report for the year ended 30 June 2010

The Postgraduate Medical Council of Victoria is recognised as the organisation in Victoria concerned with training, accreditation and professional development of hospital medical officers and workforce issues to promote safe and high quality health care.

**POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC. ANNUAL REPORT  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

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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 2010. 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 our stakeholders including doctors-in-training, medical education officers, medical clinical educators, intern supervisors, registrars, clinicians, HMO Managers, Colleges and Universities in the pursuit of quality prevocational medical education and training in Victoria. Our achievements during the reporting period include:

### Additional Training Positions

- Progressive increase in accredited intern-training positions from 350 in 2003 to 444 in 2007, to 561 in 2010 and 625 in 2011. The Council continues to review PGY2 positions.

### Symposia and Workshops

- Victoria's 9th Medical Education Symposium: 7 May 2010 with the theme: *Prevocational rotations: Expansion, Experience and Enhancement*.
- Regular meetings of the Victorian JMO (Junior Medical Officer) Forum including an annual meeting of the JMOs with Medical Education Officers and with HMO Managers.
- Workshops for Medical Education Officers and Medical Clinical Educators were held in September and December 2009 and in March and June 2010.
- A Workshop for Survey Team Leaders was held in February 2010 and the annual Accreditation Workshop for new surveyors was held in March 2010.
- Workshops for Directors of Clinical Training were held in December 2009 and February 2010.
- The Annual Medical Careers Expo was held on 5 June 2010. PMCV is a co-sponsor with VMPF and AMA (Victoria). An Information Session for international medical graduates seeking to work in Victoria and the Information Session "Rural Training Opportunities" continued to be offered.

### Accreditation

- Accreditation team visits to 8 rural and 6 metropolitan/ outer metropolitan hospitals and three General Practices completed from July to December 2009.
- 3 accreditation visits have been completed and a further 18 site visits are planned for 2010, including two visits to assess new general practice rotations for interns to commence in 2011 at Bendigo and Sale.

- Approval by the Medical Practitioners Board of Victoria to offer further General Practice placements to interns (i.e. Heyfield, Wonthaggi, Korumburra, Leongatha, Maffra and Trafalgar). The Accreditation subcommittee recommended alternative intern training rotations in Forensic Medicine, Pathology, Radiology, Psychiatry and specialist surgical rotations (i.e. Vascular, ENT, Plastics) to commence in 2010.
- Continuation of our involvement in the implementation of the national Prevocational Medical Accreditation Framework for prevocational doctors.
- Accreditation of PGY2 positions continued and identification of issues relating to the PGY2 year.

### Funding and Projects

The Council received:

- Funding from the Medical Practitioners Board of Victoria of \$75,000 per annum.
- Funding from the Department of Health of \$956,398 (GST exclusive) comprising:
  - Workforce development and innovation (\$32,161)
  - Accreditation and quality improvement (\$112,695)
  - Education, Assessment and Supervision (\$274,736)
  - Credentialing and Performance Management (\$187,253)
  - Computer Matching Service (\$146,667)
  - JMO Welfare and Support (\$77,362)
  - Undergraduate and College Liaison (\$17,760)
  - Leadership and Management (\$107,763)

The 2009/10 Service Agreement with the Department also recognised that funding of \$96,835 had been paid in prior years and deliverables were identified in the Service Agreement for expending these funds. An amount of \$12,022 paid in prior years was not approved for carry forward.

Two national projects funded by the Department of Health and Ageing were completed:

- Development and Piloting of Patient Safety Education Modules for Junior Medical Staff (collaborative with Postgraduate Medical Institute of Tasmania); and
- Mapping Undergraduate Curricula to the Australian Curriculum Framework for Junior Doctors.

The final reports for these projects are available at the CPMEC website: [www.cpmecc.org.au](http://www.cpmecc.org.au)

## PRINCIPAL ACTIVITIES AND HIGHLIGHTS

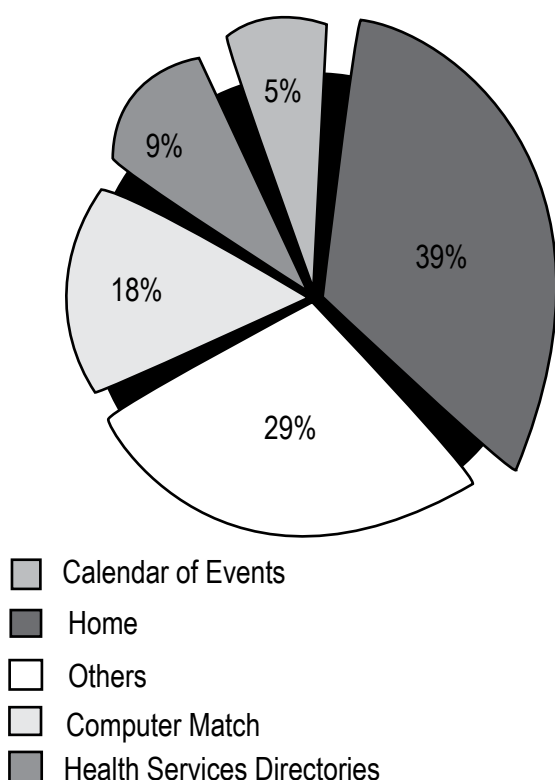
### Reports and Publications

1. An Orientation Manual for Overseas Trained Doctors Working in the Hospital System (8th edition, May 2010)
2. Information and Frequently Asked Questions: A guide for International Medical Graduates seeking employment in Victorian public hospitals (3rd edition, 2010)
3. PMCV E-Newsletters were published in August, September, October, and December 2009; March, April, May and June 2010
4. PMCV Annual Report to the Medical Practitioners Board 2008-2009 (December 2009)
5. PMCV Annual Report for the Year Ended 30 June 2009 (October 2009)
6. JMO Forum booklet (3rd edition, December 2009)

### PMCV website

The Postgraduate Medical Council of Victoria launched its new website in March 2010. This redevelopment of the website was coordinated by Ms Penelope Watson, PMCV and technical support and hosting is provided by Butterfly Internet. The new website provides PMCV staff with the ability to manage the content of the website to ensure the content is current.

### Common Pages Viewed



### Oral Presentations

Council staff presented papers at the 14th National Prevocational Medical Education Forum, Gold Coast, November 2009:

*Enhancing the Educational Environment for Junior Doctors: The Victorian PHEEM Project.* **Bullen, M.** Postgraduate Medical Council of Victoria, Victoria, Australia; Gough, J. The Royal Children's Hospital, Melbourne, Victoria, Australia

*A New Paradigm for JMO Rostering: Who, When, Where, What, Why and With Whom?* **Graham, I.** Postgraduate Medical Council of Victoria

*HeLMS - Development of a Health E-Learning Management System for Postgraduate Medical Trainees.* **Graham, I.** Postgraduate Medical Council of Victoria

*The Radial Competence Chart - A Graphical Tool for Charting Progress In Prevocational Medical Training.* **Graham, I.** Postgraduate Medical Council of Victoria

*Redesigning The Intern Year - Swot Analysis of a Six Term Model For Intern Training.* **Jordon, C.** and **Graham, I.** Postgraduate Medical Council of Victoria

*Hitting the Ground Running: Victoria's Orientation and Cross-Cultural Framework.* **Nicholls, K.** Postgraduate Medical Council of Victoria

*Meeting the Needs of IMGs Who Want to Work in Victoria with Realistic and Practical Information.* **Nicholls, K.,** and Trujillo, M. Postgraduate Medical Council of Victoria

*Expanding Prevocational Capacity In Victoria - Development of a Process for the Assessment and Allocation of New Intern Positions.* **Watson, P.,** Graham, I., and Jordon, C. Postgraduate Medical Council of Victoria

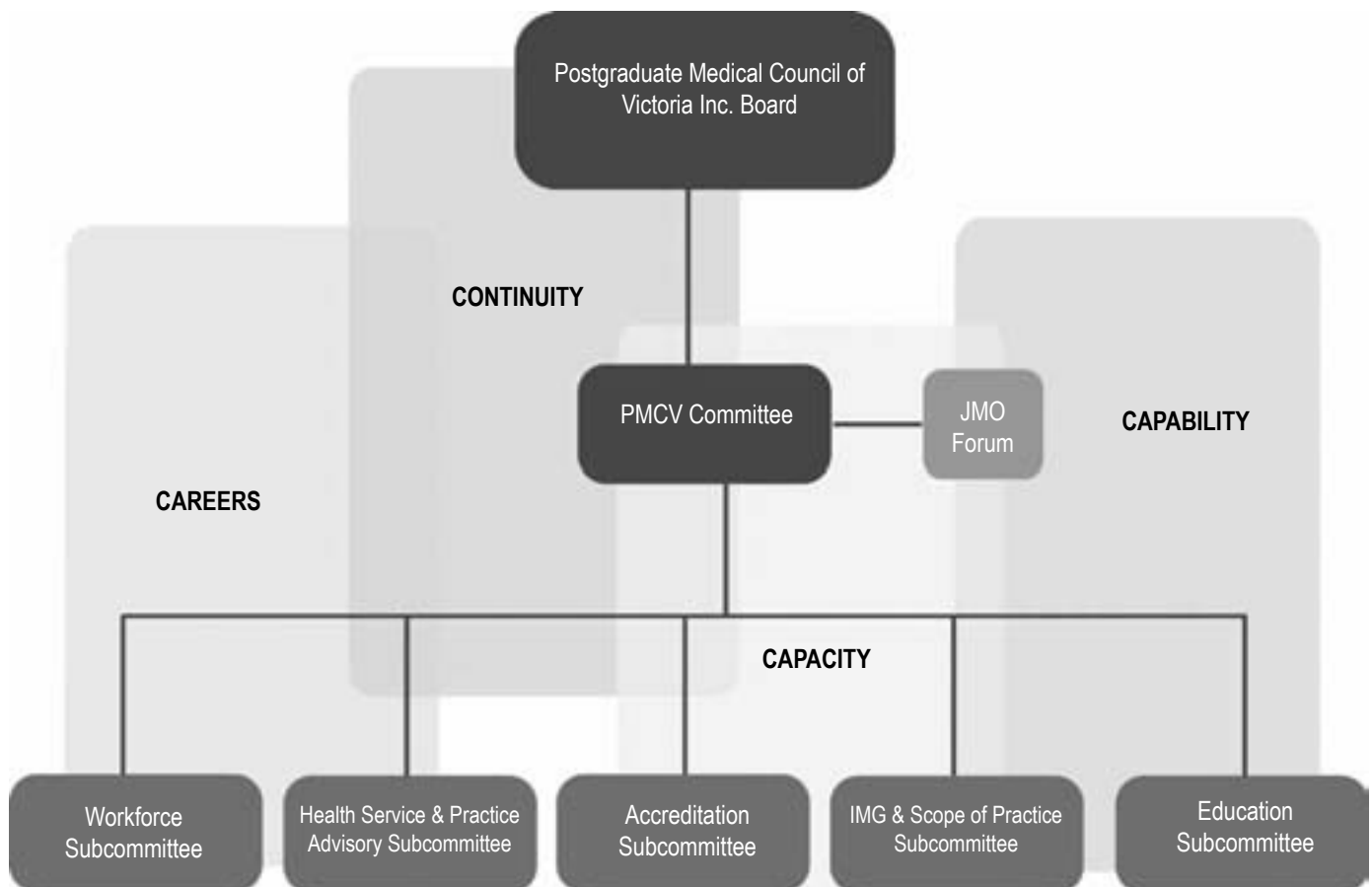
The Medical Director, Dr Ian Graham attended the Royal College of Physicians and Surgeons of Canada International Conference on Residency Education in Victoria, Canada (September 23-26, 2009). Dr Graham presented a paper, *The radial competence chart - A graphical tool for charting progress in prevocational medical training* and two posters, *The RACS Surgical Competence and Performance Guide: Its development and potential application in medical training*; and *HeLMS - development of a Health e-Learning Management System for postgraduate medical trainees in Australia.*

## ORGANISATIONAL STRUCTURE

The Postgraduate Medical Council of Victoria is governed by the PMCV Board and the PMCV Committee. There are five subcommittees established that oversight the day-to-day activities of the PMCV.

### Board

The Board has responsibility for managing the business and affairs of the Council and conducted two face-to-face meetings (October 2009 and February 2010).



## ORGANISATIONAL STRUCTURE

### Membership

Rule 7 [PMCV Rules] provides for the following groups to appoint a nominee to be a member of the Board. The members of the Board at 30 June 2010 is:

#### Victorian Universities

Professor John Catford [Chair of the Board]  
Dean, nominee of the Faculty of Health, Medicine, Nursing and Behavioural Sciences, Deakin University

Professor James Angus [Secretary of the Board]  
Dean, nominee of Faculty of Medicine, Dentistry and Health Sciences, University of Melbourne

Professor Steve Wesselingh [member of the Board]  
Dean, nominee of Faculty of Medicine, Nursing and Health Sciences, Monash University

#### Medical Colleges

Professor Julian A Smith [member of the Board]  
Professor of Surgery, Monash University  
nominee of the Victorian State Committee of the Colleges that are members of the Committee of Presidents of the Medical Colleges

Medical Practitioners Board of Victoria  
Dr Robert Adler [member of the Board]  
President, nominee of Medical Practitioners Board of Victoria

#### Minister for Health

Vacant

On 31 March 2010 the three year term of appointment of the Ministerial nominee on the Board, Dr Lee Hamley, expired. We are most grateful for Dr Hamley's support and advice during this time.

At the Annual General Meeting in October 2009, office bearers were elected for the next 12 months:  
Professor John Catford (Chair), Dr Lee Hamley (Deputy Chair) and Professor James Angus (Secretary)

#### Committee

Rule 43 [PMCV Rules] sets out the membership of the Committee. The members of the Committee at 30 June 2010 are:

#### Chairperson of Committee (Rule 43(a))

Professor Brendan Crotty  
Head, School of Medicine, Deakin University

#### Chairs of PMCV subcommittees (Rule 43(b))

*Chair, Accreditation subcommittee*  
Dr Rodney Fawcett  
Director of Medical Education and Training, Barwon Health

*Chair, Education subcommittee*  
Dr Heather Grusauskas, Director of Medical Education, Austin Health

*Chair, Health Service and Practice Advisory subcommittee*  
Ms Rosemary McKemmish, JMS Coordinator-Operations, Southern Health

*Chair, IMGs subcommittee*  
Dr Sean Fabri  
Medical Clinical Educator, Western Health

*Chair, Workforce subcommittee*  
Dr Ian Graham, Medical Director, PMCV

#### HMOs nominated by Australian Medical Association (Victoria) (Rule 43(c))

Dr Paul Tescher  
Hospital Medical Officer nominee

Dr Linny Kimly Phuong  
Hospital Medical Officer nominee

#### Department of Health (Rule 43 (d))

Ms Glenda Gorrie  
Manager, Medical Workforce, nominee of the Secretary of the Department

#### Medical Colleges (Rule 43(e))

Professor Peter Ebeling  
Director of Medicine, Western Health  
nominee of the Victorian State Committee of the Colleges that are members of the Committee of Presidents of the Medical Colleges

#### Medical Practitioners Board of Victoria (Rule 43(f))

Vacant

#### Victorian faculties/schools of medicine (Rule 43 (g))

Professor Brendan Crotty  
Head, School of Medicine,  
nominee, Deakin University

## ORGANISATIONAL STRUCTURE

Professor Brian Jolly  
Director, Centre for Medical and Health Sciences Education  
nominee, Monash University

Professor Geoff McColl  
Director, Medical Education Unit  
nominee, University of Melbourne

### Immediate Past Chair of Committee (Rule 43(h))

Professor Barry McGrath  
Head, Department of Medicine and Vascular Sciences,  
Dandenong Hospital

### Other members:

### Representing Medical Education

Dr Heather Grusauskas  
Director of Medical Education, Austin Health

### Victorian Medical Postgraduate Foundation

Assoc. Professor Rob Moulds, Medical Advisor

### Rural and Regional Health Services

Vacant

### Consumer representative

Ms Lyn Robertson, Patient Advocate, Austin Health

### Representing Australian Medical Association (Victoria)

Vacant

### Ex officio members

Ms Carol Jordon  
Executive Officer, PMCV

Dr Ian Graham  
Medical Director, PMCV

### PMCV Meetings 2009/2010

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 committees.

Committee	No. of Meetings 2009/10	Chair	Supported By
PMCV Committee	6	Prof B Crotty	Ms C Jordon
Accreditation	8	Dr R Fawcett	Ms P Watson
Education	9	Prof B Crotty/Dr H Grusauskas	Ms M Bullen
Executive Committee	3	Prof B Crotty	Ms C Jordon
Accreditation and Education (joint)	1	Dr R Fawcett	Ms P Watson/ Ms M Bullen
IMG and Scope of Practice	5	Dr E Flynn/Dr S Fabri	Ms K Nicholls/ Ms M Trujillo
Workforce	7	Dr I Graham	Ms C Jordon
Clinical Deans Group	2	Dr I Graham	Ms C Jordon
Health Service and Practice Advisory	6	Ms Monique Le Sueur/ Ms R McKemmish	Ms C Jordon/ Ms A Falzon
Health Service and Workforce (joint)	1	Ms R McKemmish/ Dr I Graham	Ms C Jordon/ Ms A Falzon
Board	2	Prof J Catford	Ms C Jordon
AGM	1	Prof J Catford	Ms C Jordon

## KEY CHALLENGES AND OUR RESPONSE

During the reporting period we maintained our interaction with our stakeholder groups, including the Department of Health, Rural Workforce Agency Victoria, Medical Practitioners Board of Victoria and health services. We have consulted with university representatives on matters relating to medical internship, the Medical Careers Expo, support for medical students entering internship and the timing and spread of hospital information sessions for final year medical students. We continued with our interactions with the Rural Training Providers in relation to general practice placements. Membership of all subcommittees was reviewed to ensure representation from appropriate and relevant stakeholder groups. We continued to have informal interaction and discussion with the specialist medical colleges on issues of mutual interest including e-learning and supervision.

Key Challenges:	Our Commentary:
<p><b>Communication and collaboration</b></p> <ul style="list-style-type: none"> <li>- Building better collaboration and engagement with stakeholders, including junior medical staff</li> </ul>	<ul style="list-style-type: none"> <li>- Membership of prevocational medical officers on subcommittees and work groups at state and national level</li> <li>- Victorian JMO Forum strengthened; 4 meetings of the JMO Forum were held and portfolio chairs identified</li> <li>- Victorian JMO membership on the national ANZJMOC</li> <li>- Prevocational medical officers trained as surveyors</li> <li>- Bi-annual meetings with Clinical Deans</li> <li>- College representation on Accreditation, Education, PMCV Committee and Board</li> <li>- Regular meetings with Department scheduled</li> <li>- Participation on national committees overseeing implementation of the CoAG reforms in relation to international medical graduate assessment</li> <li>- Collaboration evidenced by completion of Supervision modules, IMG Information sessions and IMG centralised Orientation Program for IMGs</li> </ul>
<ul style="list-style-type: none"> <li>- Promoting the work of the Council and providing leadership at the state and national level</li> </ul>	<ul style="list-style-type: none"> <li>- Membership of CPMEC (Confederation of Postgraduate Medical Education Councils) committees and working groups</li> <li>- Participation at Departmental Forums and at national conferences and workshops</li> <li>- Contribution to national submissions</li> <li>- Development of a cost-recovery centralised Orientation Program for IMGs</li> <li>- 2010 Prevocational Medical Education Forum to be hosted by PMCV in Melbourne, November 2010; planning underway</li> </ul>
<p><b>Sound operational management</b></p> <ul style="list-style-type: none"> <li>- Prioritising the relevant actions and strategies for each subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>- Each subcommittee has identified and prioritised objectives</li> <li>- Regular monitoring of objectives by each committee</li> <li>- Annual review of progress against objectives</li> <li>- Council's 2009-2012 Strategic Plan to be reviewed for 2011</li> <li>- New members appointed to subcommittees</li> </ul>
<ul style="list-style-type: none"> <li>- Improving recognition of the contribution of Council's members and its staff</li> </ul>	<p>Achieved through:</p> <ul style="list-style-type: none"> <li>- PMCV E-Newsletters (8)</li> <li>- Annual Reports to Department of Health and Medical Practitioners Board of Victoria published</li> <li>- Presentations at National and State Conferences</li> <li>- Membership of Confederation of Postgraduate Medical Education Councils</li> <li>- Membership of Department of Health Advisory Committees</li> </ul>



## KEY CHALLENGES AND OUR RESPONSE

<ul style="list-style-type: none"> <li>- Developing an effective succession plan</li> </ul>	<ul style="list-style-type: none"> <li>- New Members appointed to subcommittees</li> <li>- New Chairs of subcommittees appointed (HMO Managers, IMG and Scope of Practice, Education)</li> <li>- Appointment process for chairs of subcommittees reviewed and approved by the Board; new chairs of Education, Health Service and Practice Advisory and IMG and Scope of Practice subcommittees appointed</li> <li>- Annual performance management review of Chairs by the Board</li> </ul>
<p><b>Learning and Growth</b></p> <ul style="list-style-type: none"> <li>- Addressing continuing workforce shortages and maldistribution of the workforce</li> </ul>	<ul style="list-style-type: none"> <li>- Target increase in intern numbers exceeded</li> <li>- Report on Flexible Work Practices project completed and Stage 2 to be commenced in 2010</li> <li>- Membership on Department of Health Committees (i.e. Clinical Skills Advisory Committee, Clinical Placements Committee, Postgraduate Medical Reference Group)</li> <li>- Expanded Settings project completed and Stage 2 of the project commenced</li> <li>- Supervision modules for IMG supervisors completed</li> <li>- National offer period for internship implemented</li> <li>- Membership of the CPMEC National Intern Allocation Work Group</li> <li>- Membership of a national Work Group - National Audit of Intern Acceptances for the 2011 Clinical year</li> </ul>
<ul style="list-style-type: none"> <li>- Ensuring through review and quality improvement practices that our accreditation processes are efficient and effective</li> </ul>	<ul style="list-style-type: none"> <li>- Membership of CPMEC national Technical Network Group overseeing the implementation of the national Prevocational Medical Accreditation Framework (PMAF)</li> <li>- Membership of CPMEC national Work Group to review Registration and the Intern Year (Chaired by Professor Brendan Crotty)</li> <li>- Workshop for Survey Team Leaders conducted in February 2010</li> <li>- Review of the accreditation standards completed in February 2010</li> <li>- Review of the intern core Surgical term in September 2009</li> </ul>
<ul style="list-style-type: none"> <li>- Gaining approval of an accreditation process for PGY2 posts</li> </ul>	<ul style="list-style-type: none"> <li>- Funding from Department of Health to identify the number and distribution of PGY2 posts, support of accreditation functions relating to PGY2 posts and modifications to the accreditation visit database</li> </ul>

## OUR STRATEGIC THEMES AND OBJECTIVES

The Council's new Strategic Plan 2009-2012, formally adopted in May 2009, sets out our key challenges and opportunities in four domains:

- Capacity Expansion
- Capability Development
- Career Enhancement
- Continuity of Training

Within each domain two themes were identified to focus the future work of the Council and to aid the subcommittees to develop their annual work plans:

- Capacity Expansion
  - Workforce Development and Innovation
  - Accreditation and Quality Improvement
- Capability Development
  - Education, Assessment and Supervision
  - International Medical Graduates and Scope of Practice
- Capacity Development
  - Computer Matching Service
  - Junior Medical Officer Welfare and Support
- Continuity of Training
  - Undergraduate and Vocational Training Liaison
  - Leadership and Strategic Management

Each subcommittee has responsibility for monitoring and reporting on their progress against the stated objectives and the annual review of the Strategic Plan will ensure that it continues to reflect our current developments and future challenges in prevocational medical training.



Ms Carol Jordon, Dr Eleanor Flynn and Ms Kylie Nicholls; Presentation to recognise Dr Flynn's contribution to IMG subcommittee as Chair (2006-2009)



Dr Glenys Sawyer, Ms Marilyn Bullen, Dr Heather Grusauskas, Professor Brian Jolly and Professor Brendan Crotty; Presentation to recognise Professor Crotty's contribution to Education subcommittee as Chair (2001 - 2009)

## OUR STRATEGIC THEMES AND OBJECTIVES

### Education, Assessment & Supervision

Build partnerships and collaboration with stakeholders to enhance the education and training of prevocational doctors, informed by research, innovation and best practice. The professional development of all supervisors and educators of prevocational doctors will be supported by the provision of relevant courses and training for those wishing to be involved in teaching, training and supervision.

### Accreditation & Quality Improvement

Ensure that there is an open and transparent accreditation system which is suitable for assessing prevocational training posts in hospitals and expanded settings.

### International Medical Graduates & Scope of Practice

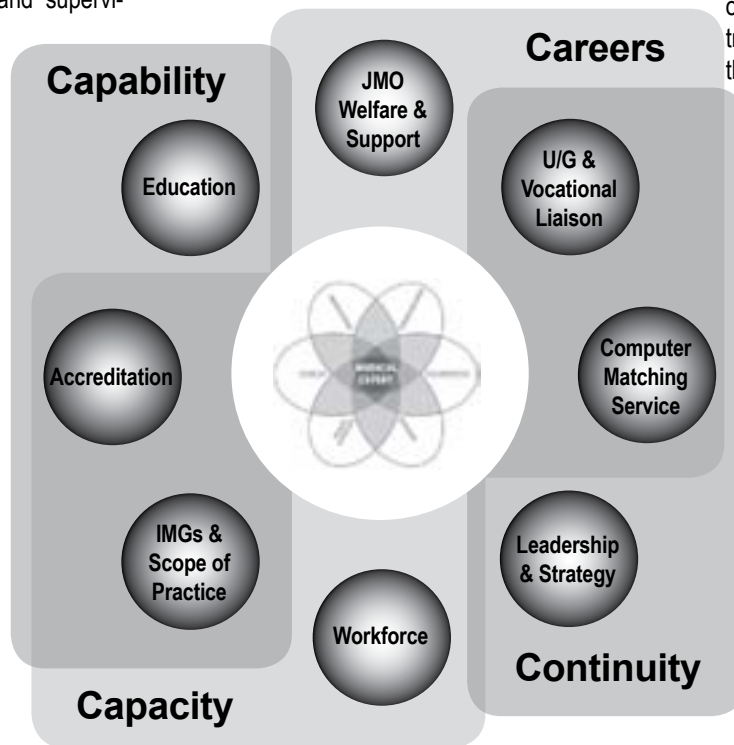
Implement IMG pre-employment assessment tools, including training for managers and supervisors on behavioural and clinical interviewing. Develop and implement the national requirements for IMGs relating to orientation and crosscultural communication and develop in collaboration, tools for supervisors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

### Junior Medical Officer Welfare and Support

Support the training, professional development, welfare and wellbeing of Junior Medical Officers (JMOs) and engage JMOs via the Victorian JMO Forum.

### Undergraduate & Vocational Training Liaison

Continue the dialogue at the State level between the Victorian universities and the Postgraduate Medical Council of Victoria. Formalise a dialogue at the State level between the Colleges and PMCV. Issues of mutual interest include: the Australian Curriculum Framework for Junior Doctors; intern allocation; recognition of prior learning; medical workforce training issues; collaboration; and the continuum of medical education.



**Computer Matching Service**  
Administer the Victorian ComputerMatching Service for Junior Medical Officers, graduate nurses, medical radiation interns and Basic Physician Training Consortia.

### Workforce Development & Innovation

Work with our stakeholder groups to identify ways in which prevocational training places can be expanded and explore approaches to training and service including flexible employment models.

### Leadership & Strategic Management

Enable the Council to meet its human resources, operational and legal responsibilities. Embed the Council's new Strategic Plan 2009 - 2012 into its business plans, service agreements and evaluation processes.

## THEME 1: WORKFORCE DEVELOPMENT AND INNOVATION

Work with our stakeholder group to identify ways in which prevocational training places can be expanded and explore new approaches to training and service including flexible employment models.

Under the guidance of the Workforce subcommittee the outcomes included:

- Reviewed its strategic directions and defined priority areas for focus.
- Reviewed its membership to ensure relevant stakeholder representation.
- Clarified its relationship with the HMO Managers Group and their respective domains of interest; joint meeting held in April 2010.
- Monitored the online computer matching system for all the medical matches including the online referee and the online CV process for the BPT Matches.
- Reviewed the operation of the computer matching process and online referee systems.
- Supervised the collection of prevocational training data [based on posts included within the intern and HMO Matches] for inclusion in the Medical Training Review Panel annual report.
- Coordinated bi-annual meetings with clinical deans/sub-deans of the undergraduate medical schools, including the heads of the rural clinical schools in September 2009 and February 2010.
- Monitored the allocation of intern posts across the parent hospitals on a pro-rata basis.
- Managed the intern computer matching process to ensure the national PGY1 offer and acceptance process implemented.
- Continued data collection to assist with planning for the expansion of medical graduates in Victoria seeking internship by 2012.
- Monitored discussion and decision-making regarding access to internship for international medical graduates.
- Reviewed processes in other states used to encourage application for internship in rural and regional health services (e.g. Rural Preferential Recruitment).
- Monitored the planning of the Medical Careers Expo 2010.
- Received reports on the national accreditation and registration process.
- Provided advice on the process to establish a National Audit of Intern Acceptances for the 2011 clinical year.
- Provided input into Council submissions and responses to discussion papers.

### Membership Workforce subcommittee

*(Chair: Dr Ian Graham, Medical Director; Secretariat: Ms Carol Jordan, Ms Aileen Falzon and Ms Michelle Dellamarta)*

The Workforce subcommittee met seven times during the reporting period, including a joint meeting with the Health Service and Practice Advisory subcommittee in April 2010.

Membership of the Workforce subcommittee at 30 June 2010 is:

### Chair

Dr Ian Graham,  
Medical Director, PMCV

### Victorian Medical Postgraduate Foundation

Ms Ann Dancer, Executive Director

### Metropolitan Health Services

Dr John Ferguson, Chief Medical Officer, Austin Health

Dr Mark Garwood, Chief Medical Officer, Western Health

Mr Andrew Hanson, Manager, Medical Workforce, Alfred Health

Mr Peter Naughton, Manager, HMO Support Unit, Peninsula Health

Ms Kath Ronan, Manager, Medical Workforce, Eastern Health

### Chair, Accreditation subcommittee

Dr Rodney Fawcett, Director of Medical Education, Barwon Health

### Chair, Health Service and Practice Advisory subcommittee

Ms Rosemary McKemmish  
JMS Staff Coordinator – Operations, Southern Health

### Medical Education Officer

Ms Lynne Denby, Alfred Health

### Rural and Regional health services

Dr Bruce Warton  
Director of Medical Services, Goulburn Valley Health

Ms Pauline Parr  
HMO Manager, Latrobe Regional Hospital

### Observer

Mr Dean Raven  
Acting Manager, Medical Workforce, Department of Health

### Secretary

Ms Carol Jordan  
Executive Officer, PMCV

During the reporting period we farewelled Dr Lena Ly, JMO representative and Ms Liz Morton, HMO Manager, Southern Health and welcomed Ms Pauline Parr, Latrobe Regional Hospital.

## THEME 2: ACCREDITATION AND QUALITY IMPROVEMENT

Ensure that there is an open and a transparent accreditation system which is suitable for assessing prevocational training posts in hospitals and expanded settings.

### Intern accreditation

The Council received funding of \$75,000 from the Medical Practitioners Board of Victoria (MPBV) for delegated functions in relation to intern training. The intern year offers provisional registrants with appropriate learning opportunities in a supervised and supportive environment with regular feedback on performance. The Accreditation subcommittee has responsibility for ensuring that the requirements for intern training are met by hospitals in order for intern training positions to be accredited.

Key activities during the reporting period include:

- Intern accreditation survey visits to 14 health services and 3 General Practices during 2009.
- Accreditation visits to 5 rural and 12 metropolitan health services and 4 General Practices planned during 2010.
- A Workshop for Accreditation Survey Team Leaders conducted in February 2010 to discuss the accreditation process and to identify improvements to the accreditation instruments and processes.
- A training day for new and existing surveyors held in March 2010. There were 29 participants, including 18 junior medical officers (JMOs). There was a higher representation of MEOs than in previous years.
- Revision to the Surveyor Training Manual which included improved linkages between workshop materials and the accreditation standards.
- The annual review of the accreditation standards and processes.
- Continued involvement in the National Technical Group, a group which is providing advice on the implementation of the national Prevocational Medical Accreditation Framework.
- Approval of intern level General Practice non-core rotations at Maffra on rotation from Alfred Health.
- Approval for Wodonga Health to offer a full-year internship program commencing in 2010.
- A review of the intern core surgical term was conducted in September 2009.

### Growth in accredited intern posts

There has been a progressive increase in the number of accredited intern posts from 397 in 2005 to 444 in 2007, 508 in 2009 and 625 in 2011. A Working Group was established to review and rank submitted expressions of interest for additional intern posts for 2011. In consultation with the subcommittee and Department of Health (DH), the Group developed and implemented a robust review process by using a tool (excel spreadsheet) to record the grading for each submitted position scored against: the four learning areas of the Australian Curriculum Framework for Junior Doctors, the Department's

workforce priorities and the level of compliance with accreditation criteria. The health services prioritisation of the subcommittee posts was also recorded on the spreadsheet. The final list of recommended positions was submitted to the Department of Health for consideration and once training and development grant funding was approved the Medical Practitioners Board of Victoria was invited to consider our accreditation recommendations.

### PGY2 accreditation

The Department of Health provided further funding in the 2009/10 Service Agreement for the continuation of PGY2 accreditation visits, data analysis and evaluation of the current accreditation process. PGY2 positions at 8 Victorian hospitals were reviewed.

### Filemaker Database

Enhancements continued to be made to the accreditation database including functionality to track correspondence related to survey visits and the approval of survey reports and recommendations by the accreditation subcommittee and the Medical Practitioners Board of Victoria. The events module continues to be used by staff to co-ordinate workshops, meetings, educational training programs and one-off-events. We acknowledge the work of Ms Penelope Watson in this important development.



Dr Vinita Rane and Dr Rod Fawcett, presenters at the Surveyor Training Workshop (March, 2010)

## THEME 2: ACCREDITATION AND QUALITY IMPROVEMENT

### Membership Accreditation subcommittee

*(Chair Accreditation subcommittee: Dr Rodney Fawcett; Secretariat: Ms Penelope Watson)*

The Accreditation subcommittee met on eight occasions during 2009/2010, including one joint meeting with the Education subcommittee in March 2010. The membership of the Accreditation subcommittee at 30 June 2010 is:

#### Chair

Dr Rodney Fawcett  
Director of Medical Education and Training, Barwon Health

#### Medical Practitioners Board of Victoria

Vacant

#### Hospital Medical Officers

Dr Francene Bond  
Intern, Northern hospital

Dr Stefan Kane  
Registrar, Western Health

Dr Vinita Rane  
Registrar, Southern Health

#### Medical Education

Dr Heather Grusauskas  
Director of Medical Education, Austin Health

Professor Brendan Crotty  
Head, School of Medicine, Deakin University

#### Medical Education Officer

Mrs Leanne Butler  
Bairnsdale Regional Health Service

#### Metropolitan Health Services representatives

Dr Lee Hamley  
Chief Medical Officer, Alfred Health

Dr Arlene Wake  
Executive Medical Director, Western Health

Dr Erwin Loh  
Director Medical Services, Southern Health

Dr Susannah Ahern  
Director of Medical Services, Alfred Health

### Medical Colleges

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

#### In attendance

Dr Ian Graham  
Medical Director, PMCV

Ms Carol Jordon  
Executive Officer, PMCV

#### Secretary

Ms Penelope Watson  
Accreditation Manager, PMCV

During the year we farewelled Dr Mark Patterson and Dr Joanne Katsoris. We welcomed Dr Francene Bond as the new JMO nominee and Dr Susannah Ahern returned from a leave of absence.



Postgraduate Medical Council of Victoria Inc

REPORT OF THE REVIEW OF THE  
REQUIREMENTS FOR INTERN CORE  
SURGICAL TERMS WORKSHOP 2009



Wednesday 20th September 2010

## THEME 2: ACCREDITATION AND QUALITY IMPROVEMENT

### Accredited intern posts 2005 - 2011

Hospital Health Service	2005 for 2006	2006 for 2007	2007 for 2008	2008 for 2009	2009 for 2010	2010 for 2011
<b>Albury Wodonga Health Service</b>					2	2
<b>Alfred Health</b>	42	41	43	47	52	52
<b>Austin/Northern Health</b>	65	69	73	80	92	102
<b>Ballarat Health Services</b>	13	14	14	18	18	23
<b>Barwon Health</b>	28	29	32	33	36	37
<b>Bendigo Healthcare Group</b>	3	6	7	13	15	18
<b>Eastern Health</b>	40	50	50	50	55	62
<b>Goulburn Valley Health</b>	3	7	8	16	21	25
<b>Gippsland Rural Consortium (GRIT)</b>		2	3	5	5	5
<b>Melbourne Health</b>	50	50	51	52	59	71
<b>Mildura Base Hospital</b>	2	2	3	3	3	3
<b>Peninsula Health</b>	24	28	31	31	37	42
<b>Southern Health</b>	54	59	59	66	69	75
<b>St Vincent's Health</b>	45	44	44	43	46	53
<b>Western Health</b>	37	43	44	51	51	55
<b>Total</b>	406 (note 1)	444 (note 2)	462 (note 3)	508 (note 4)	561 (note 5)	625 (note 6)

[Note 1: 406 accredited intern posts; T&D Grant funding for 404 intern posts]

[Note 2: 446 accredited intern posts; T&D Grant funding for 444 intern posts]

[Note 3: 462 accredited intern posts; T&D Grant funding for 459 intern posts]

[Note 4: 508 accredited intern posts; T&D Grant funding for 504 intern posts]

[Note 5: 561 accredited intern posts; T&D Grant funding for 553 intern posts]

[Note 6: 625 accredited intern posts; T&D Grant funding for 615 intern posts]

Medical Practitioners Board of Victoria  
Protecting patients, guiding doctors



### A Guide for Interns in Victoria

Issued by the Postgraduate Medical Council of Victoria  
on behalf of the Medical Practitioners Board of Victoria,  
December 2009



### THEME 3: EDUCATION, ASSESSMENT AND SUPERVISION

Build partnerships and collaboration with stakeholders to enhance the education and training of prevocational doctors, informed by research, innovation and best practice. The professional development of all supervisors and educators of prevocational doctors will be supported by the provision of relevant courses and training for those wishing to be involved in teaching, training and supervision.

#### Workshops conducted for Medical Educators

Quarterly workshops for Medical Education Officers (MEOs) and Medical Clinical Educators (MCEs) have included topics related to e-Learning portfolios; development of a state-wide paging protocol; mapping the Australian Curriculum Framework (a practical Workshop); review of the education needs of PGY2/3 doctors; writing funding submissions; development of a supervision package for IMG supervisors; presentation on *Getting the right people into GP training*. Two professional development workshops were offered to Medical Educators: *The Occasional Counsellor* conducted by Ms Lilia Szarski and *Preparing an abstract for presentation* conducted by Professor Brian Jolly.

#### Directors of Clinical Training (DCTs) and Supervisors of Intern Training (SITs)

Two workshops were offered to DCTs/SITs. The topics covered in these workshops have included: Supervision and feedback; review of the education needs of PGY2/3 doctors; intern training in expanded settings; e-Learning portfolios; and medical education registrar project.

#### Rural Round-table Consultative meetings

A Rural Roundtable forum was held on 30 April 2010 in conjunction with the pilot of the supervision training program for supervisors of IMGs. Issues in relation to supervision of junior doctors, including International Medical Graduates (IMGs), at rural health services were discussed. The key items of discussion included: the significant time commitment required to provide supervision; the limited number of supervisors available to provide supervision in rural health services; and the variable preparation for the supervisory role that supervisors have. Concerns were raised about assessment requirements and how to implement assessment processes such as the mini-CEX, as there is a strong perception that workplace-based assessment methods inevitably increase the time commitment required of supervisors, and that supervisors need appropriate training to ensure that such assessments are accurately administered.

The specific supervisory requirements for supervisors of IMGs were discussed, including methods to ensure IMGs have access to the PMCV Orientation Manual and other resources. The use of portfolios to monitor and track progress of IMGs was raised.

#### Medical Education Symposium

The 9th Medical Education Symposium, *Prevocational rotations: Expansion, Experience and Enhancement* was held at the Education precinct, Austin Health on 7 May 2010 with approximately 98 attendees. The theme of the first session, "Expansion of Training

Opportunities" provided an update on undergraduate medical training, followed by the Department of Health's perspective on medical workforce planning and a presentation by representatives of the Victorian JMO Forum. Theme two of the program, "The Experience of an Expanded Setting Placement: the JMO Perspective", saw presentations on different expanded settings in Forensic Medicine, Radiology, Aged Care and Psychiatry. The third theme was "Enhancement and Innovation", with a presentation from the Department of Health on "Roads to Rural Practice: Growing doctors in country Victoria"; two presentations outlining rural medical training models: the Gippsland Medical Workforce Partnership and Rural Procedural Interns: A career pathway; and a final presentation on Workplace Based Assessment.

Presentations at the 2010 Victorian Symposium were provided by:

Drs Caitlin Taylor and Halina Lisnichuk (Co-Chairs, JMO Forum)  
 Drs Rob Allen and Noel Woodford (Victorian Institute of Forensic Medicine)  
 Drs Shalini Bigwood and Laila Rotstein (Alfred Health)  
 Drs Laura Sorensen and Zara Zia, Ms Sally Kent-Ferguson and Ms Pauline Keenan (Eastern Health)  
 Mr Dean Raven (Victorian Department of Health) and Dr Jack Best (Cobram District Hospital)  
 Ms Sarah Churchill (Gippsland Medical Workforce Partnership)  
 Drs Alison Zhang and Craig Winter and Mr Gary Templeton (Gippsland Southern Health Service, Korumburra Medical Centre) and Ms Julie Shalders (Northern Health)  
 Dr Roger Coates (Goulburn Valley Health)

#### Teaching on the Run (TOTR)

In response to requests from junior doctors for training in education and supervision, three one-day Teaching on the Run (TOTR) programs were conducted in December 2009 and April and June 2010. A total of 49 PGY1/2/3 doctors from metropolitan, regional and rural hospitals participated in the programs. Three TOTR modules were delivered in each program: Clinical Bedside Teaching; Assessment and Feedback; and Teaching a Skill. The programs were facilitated by Ms Marilyn Bullen (PMCV), Dr Vinta Rane (Southern Health) and Dr Andrew Foote (Southern Health).

A TOTR program was held on 26 and 27 March 2010 for clinicians and others involved in the education and supervision of junior medical officers. Fourteen supervisors/educators attended this program which included all six TOTR modules: Clinical Bedside Teaching; Teaching Skills; Assessment and Feedback; Planning Term Learning; Effective Group Teaching; and Supporting Trainees. The program was facilitated by Ms Marilyn Bullen (PMCV), Dr Joanne Brown (Austin Health) and Dr Sean Fabri (Western Health).



## THEME 3: EDUCATION, ASSESSMENT AND SUPERVISION

### Postgraduate Hospital Educational Environment Measure (PHEEM) project

Eight hospitals are participating in the 2010 PHEEM project: Royal Melbourne Hospital; the Northern Hospital; Peter MacCallum Cancer Centre; Western Health; the Royal Children's Hospital; Latrobe Regional Health; Bendigo Hospital; and Echuca Hospital.

Data will be collected during 2010 from interns and PGY2/3 doctors at the end of each rotation. The project will conclude in February 2011.

The 2006 and 2008 PHEEM projects identified areas of the learning environment that consistently rated poorly, which required further investigation. These areas included inappropriate paging; protected education time; provision of feedback; and some items relating to support and infrastructure.

Four focus groups were conducted with a total of 56 junior doctors from metropolitan and rural hospitals. As a large number of junior doctors involved were in their first postgraduate year (PGY1), additional information was gathered from junior doctors in their second and third postgraduate years (PGY2 and PGY3) via a written questionnaire. This brought the total number of junior doctors involved to 70.

The Victorian PHEEM instrument and information about the Victorian PHEEM project is available on the PMCV website:

<http://www.pmcv.com.au/education/pheem/victorian-pheemprogram>

### Professional Development Program for Registrars (PDPR)

#### Delivery of the PDPR in Victoria

Five PDPR programs were conducted which were attended by a total of 65 registrars from metropolitan, regional and rural hospitals. The PDPR program is a national initiative which provides educational preparation for registrars on the following topics: Supervision; Communication; Leadership; Coaching and Mentoring; Time Management; Self-awareness and Empathy; and Teamwork. Funding for the delivery of these programs was provided by the Victorian Department of Health.

We thank Dr Andrew Foote, Dr Kaveh Monshat and Dr Robert O'Brien for their facilitation of the PDPR programs with Dr Jag Singh, CPMEC National Manager.

#### Trainer Accreditation Program (TAP)

The TAP is a program to prepare registrars to become facilitators for the PDPR. One TAP was held in June 2010 and seven participants attended the residential program. We congratulate Dr Vinita Rane,



Participants, Trainer Accreditation Program (June, 2010).

Dr Jenny Brookes, Dr Louis Irving, Dr Jane Lukins, Dr Alison Jones, Dr Treena Quarin and Ms Judy D'Ombain, for completing the first component of the PDR TAP in 2010. They will be required to facilitate one PDR program during 2010/2011 with support of Dr Singh.

#### Review of 2008-2009 Victorian PDPR

Ms Marilyn Bullen and Ms Judy D'Ombain, PMCV developed a survey which was administered in May 2010 using SurveyMonkey. The survey was sent to one hundred and twenty-three registrars who had participated in the 2008 and 2009 Victorian PDPR programs. The survey was also sent to participants of the 2008 Trainer Accreditation Program (TAP). A 25% response rate was achieved from the online survey.

### Medical Education Registrar (MER) Project

An action research project to determine the feasibility of expanding the number of Medical Education Registrar (MER) positions in Victoria was undertaken during the reporting period. This project aimed to report on where and how MERs are being utilised, as well as identifying the potential benefits, costs and barriers to their use within the health care system. A model Position Description for the MER position was developed, drawing on Australian and international examples. The project was coordinated by Ms Judy D'Ombain, PMCV.

Ms Marilyn Bullen, the Council's Education Manager, played a key role in disseminating information to the various groups involved in prevocational medical education and training and is the educational resource person at the Council. Ms Bullen supported meetings of the Education subcommittee and work groups established by the MEOs, and DCTs/SITs. She is responsible for the coordination of the PHEEM, the Professional Development of Registrar programs and Teaching on the Run programs and their evaluation. Marilyn has also been involved in national activities including the Australian Curriculum Framework for Junior

## THEME 3: EDUCATION, ASSESSMENT AND SUPERVISION

Doctors (ACFJD) Teaching and Education Working Party; national ACFJD Project Officers Committee; Convenor, National MEO Committee; Convenor, Special Interest Groups Committee and is a member of the Organising Committee for the 2010 National Prevocational Medical Education Forum.

### Membership Education Subcommittee

*(Chair; Dr Heather Grusauskas; Secretariat: Ms Marilyn Bullen)*

The Education subcommittee met nine times during 2009/2010, including one joint meeting with the Accreditation subcommittee in March 2010. The membership of the Education subcommittee at 30 June 2010 is:

#### Chair

Dr Heather Grusauskas  
Director of Education, Austin Health

#### Medical Colleges

Dr Aaron Robinson  
nominee, Australasian College for Emergency Medicine (ACEM)

Dr Ian Fraser  
nominee, Royal Australasian College of Physicians (RACP)

Mr Andrew Cochrane  
nominee, Royal Australasian College of Surgeons (RACS)

Dr Jane Greacen  
nominee, Australian College of Rural and Remote Medicine (ACRRM)

Dr Glenys Sawyer  
nominee, Royal Australian College of General Practitioners (RACGP)

#### Medical Educators

Professor Brian Jolly, Director, Centre for Medical and Health Sciences Education, Monash University  
Dr Andrew Foote, Medical Education Registrar, Southern Health

#### Medical Education Officers

Mr Darryl McKenna, Medical Education Officer, Western Health  
Ms Sarah Hawkins, Medical Education Officer, Peninsula Health

#### Medical Clinical Educator

Dr Tony Richards, Central Gippsland Health Service

#### Director of Clinical Training / Supervisor of Intern Training

Dr Tsung Chung, Emergency Department, Royal Melbourne Hospital  
Dr Robert O'Brien, Director of Medical Education, St Vincent's Health

#### Hospital Medical Officers

Dr Fiona Hill, Junior Medical Officer  
Dr Akbar Ashrafi, Junior Medical Officer

#### In attendance

Ms Carol Jordon, Executive Officer, PMCV  
Dr Ian Graham, Medical Director, PMCV

#### Secretary

Ms Marilyn Bullen, MEO/Education Manager, PMCV

During the reporting period we farewelled Dr Antony Chenhall, nominee, Australasian College for Emergency Medicine (ACEM), Professor Brendan Crotty, Head, School of Medicine, Deakin University, and the JMO nominees, Dr James Stegeman, and Dr Alison Ryan. Dr Heather Grusauskas took on the role of Chair of the Education subcommittee in December 2009. We thank Professor Brendan Crotty for his leadership of the Education subcommittee since 2001.

During the reporting period new members joining the subcommittee included Dr Akbar Ashrafi and Dr Fiona Hill (nominated by the Victorian JMO Forum), Dr Robert O'Brien (representing Directors of Training), nominees of the Colleges including Dr Aaron Robinson and Dr Ian Fraser. Dr Andrew Foote also joined as the inaugural Medical Education Registrar representative.



Teaching on the Run program for 2010

## THEME 4: INTERNATIONAL MEDICAL GRADUATES AND SCOPE OF PRACTICE

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

Under the guidance of the IMG and Scope of Practice subcommittee the following outcomes were achieved:

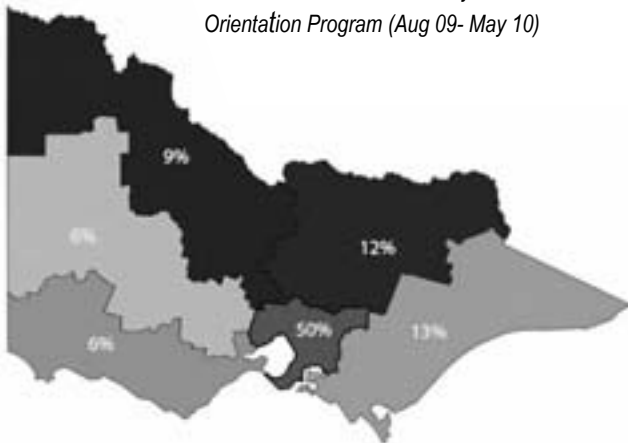
### Victorian IMG Orientation program

Six (6) funded centralised IMG Orientation pilot programs were held monthly between August 2009 and January 2010. In addition, two one-day cost-recovery programs were trialled on 17 March and 12 May 2010.

A total of 250 participants completed the centralised orientation program during this period.

The uptake of the program state-wide (region-based) is illustrated below with 50% of participants attending from Metropolitan health services and 46% of participants attending from regional/rural health services (4% not stated).

*State wide attendance summary - IMG Centralised Orientation Program (Aug 09- May 10)*



The introduction of a coordinated and centrally delivered IMG orientation program has demonstrated both a practical and integrated approach to implementation of the Australian Medical Council (AMC) orientation guidelines and a decrease in duplication of effort by employers across Victoria in relation to IMG Orientation. The initial one-day program was found to integrate approximately 55% of the non-hospital/practice-specific orientation content of the AMC guidelines.

### Competent Authority (CA) pathway Accreditation & visits

As the AMC accredited authority for the CA pathway in Victoria, the Council developed in collaboration with the Medical Practitioners Board of Victoria (MPBV), a process to identify doctors newly registered via the CA pathway. The PMCV conducted visits to supervisors of these newly registered CA pathway doctors to clarify the requirements associated with CA pathway supervision and to ensure an effective and efficient communication process with the supervisors.

A total of 14 visits to CA pathway supervisors were completed across five (5) metropolitan and three (3) rural health services.

We thank Ms Kylie Nicholls (PMCV), Dr Sean Fabri (PMCV), Ms Meredith Bickley (MPBV), Ms Claire Mackinlay (MPBV), Dr Eleanor Flynn and Ms Carol Jordon (PMCV) for their assistance with the visits.

### Pre-Employment Structured Clinical Interview (PESCI)

The Postgraduate Medical Council of Victoria (PMCV), the Medical Practitioners Board of Victoria (MPBV) and the Rural Workforce Agency of Victoria (RWAV) form the Consortium which in December 2009 was granted initial accreditation as a pre-employment structured clinical interview (PESCI) provider in Victoria. The PMCV has the role of implementing and coordinating the PESCI interview for hospital-based positions that require a PESCI.

Following extensive discussion with health services, the Medical Practitioners Board of Victoria and agencies seeking to place IMG doctors in rural hospitals and general practice, the following processes and resources have been developed:

- Guidelines for the conduct of pre-employment interviews of IMGs applying for hospital-based positions in Victoria, which address the content of the position description, the composition of the interview panel, documentation requirements, and decision making.
- Guidelines and a flowchart (expanding on the AMC position risk matrix) to assist health services/employers in their case-by-case decision making regarding the determination/need for a PESCI.
- Expansion of the PMCV interview questions and scenario database, available to trained interviewers via the PMCV website.

We thank the following for their involvement in the PMCV PESCI working group: Ms Kylie Nicholls (PMCV), Dr Sean Fabri (PMCV), Ms Beverley Sutton, Ms Rosemary McKemmish, Ms Meredith Bickley (MPBV), Ms Claire Mackinlay (MPBV), Ms Carol Jordon (PMCV) and Dr Eleanor Flynn.

### **IMG Supervision Project**

The PMCV collaborated with Dr Robert O'Brien, Dr Stuart Dilley and Dr Neil Cunningham from the St Vincent's Medical Education Unit in developing an IMG supervision program comprising 3 modules:

- Supporting IMGs for clinical practice in Australia
- Teaching and Learning
- Assessment and Appraisal

The modules provide IMG supervisors 'best practice' professional development in effective supervision, performance management, and provision of feedback to their IMG doctors.

## THEME 4: INTERNATIONAL MEDICAL GRADUATES AND SCOPE OF PRACTICE

We hope to be able to obtain recognition as an appropriate training program under the national assessment process and establish a database of those supervisors who have completed the program.

Ms Gillian Fawcett assisted with coordination of the module pilots, which were held in Shepparton, Bendigo and Melbourne.

### **IMG Support Services and Resources**

#### IMG Information Sessions and Medical Careers Expo

Targeted information sessions were provided for International Medical Graduates:

- 2 Information sessions were conducted for 'not yet work eligible' IMGs. The information sessions addressed the participants' information needs and assisted them in meeting registration requirements
- An information session was provided at the Medical Careers Expo 2010 for 'work eligible' IMGs. The information session addressed the participants' information needs and assisted them in seeking employment.
- A CV and interview preparation session was conducted, targeting 'work eligible' IMGs.

#### PMCV IMG Orientation Manual

*Working in Victoria's Public Hospitals – An Orientation Manual for IMGs*, was updated and the content aligned to the Australian Medical Council Orientation Guidelines. This resource was distributed at IMG information sessions and the Medical Careers Expo in June 2010.

#### Information and Frequently Asked Questions

The publication *Information and frequently asked questions: Guide for IMGs seeking employment in a Victorian Public Hospital*, was updated and distributed at IMG information sessions and the Medical Careers Expo in June 2010.

### **Membership IMG and Scope of Practice Subcommittee**

*(Chair: Dr Sean Fabri; Secretariat: Ms Kylie Nicholls and Ms Mia Trujillo)*

The IMG and Scope of Practice subcommittee met on five occasions during 2009/10. The membership of the IMG subcommittee as at 30 June 2010 is:

#### **Chair**

Dr Sean Fabri, Medical Clinical Educator, Western Health

#### **Medical Director, PMCV**

Dr Ian Graham, Medical Director, PMCV

#### **Metropolitan Health Service representative**

Dr Craig Winter, Director of Emergency Medicine, St Vincent's Health

#### **Rural & Regional Health Service representative**

Dr Sanjay Sharma, Staff Anaesthetist, Ballarat Health Services

#### **IMG representatives**

Dr Suresh Jayasundera, Medical Registrar, Goulburn Valley Health

Dr Anil Kumar Asthana, HMO, Eastern Health

Dr Gowrie Somarajah, Registrar, Austin Health

Dr Swaroopini Thangarajah, JMO, Eastern Health

#### **Medical Practitioners Board of Victoria**

Ms Meredith Bickley, Director Registration, Victoria

#### **Medical Clinical Educators**

Dr Johannes Wenzel, Southern Health

Dr Roger Coates, Goulburn Valley Health

#### **Medical Education Officers**

Ms Susie Sangas, Northern Health

Ms Adrienne Newman, Eastern Health

#### **HMO Manager representative**

Ms Mandy Polan, Goulburn Valley Health

#### **Independent Members**

Ms Beverley Sutton, Healthcare Consultant

Dr Anna Harris, Student, University of Melbourne

Associate Professor Leanna Darvall, Convenor Medical Law Program, Monash University

Ms Gillian Fawcett, Professional Co-ordinator of IMGs, Western Health

Dr Deborah Zion, Lecturer, Monash University

Ms Belinda Bull, IMG Project Officer, Northwest Mental Health

#### **In attendance/Secretary**

Ms Kylie Nicholls, IMG Manager, PMCV

#### **In attendance**

Ms Carol Jordon, Executive Officer, PMCV; Ms Mia Trujillo, IMGs Administrative Officer, PMCV; Mr Dean Raven, Acting Manager, Medical Workforce, Department of Health; Ms Kirsty William, International Health Professionals Victoria, Department of Health.

During the reporting period, new members joining the subcommittee were: Dr Gowrie Somarajah (HMO), Ms Belinda Bull (Northwest Mental Health), Dr Deborah Zion (Monash University), Dr Swaroopini Thangarajah (HMO) and Ms Kirsty William (Department of Health).

Dr Eleanor Flynn resigned as Chair in August 2009 and we thank her for her leadership of the subcommittee and her continuous involvement in various PMCV projects including Structured Behavioural interviewing. We welcomed Dr Sean Fabri as Chair in September 2009.

## THEME 5: COMPUTER MATCHING SERVICE

Administer the Victorian Computer Matching Service for Junior Medical Officers (JMOs), graduate nurses, medical radiation interns and Basic Physician Training (BPT) Consortia.

The Workforce/Computer Match Manager, Ms Michelle Dellamarta, has overall responsibility for the range of activities associated with the Computer Matching Service for medical interns, HMOs, graduate nurses, Basic Physician trainees, and medical radiation interns. Ms Aileen Falzon, the Administrative Officer, provides the day to day support to the matching process and is a key initial contact for enquiries relating to the Computer Matching Service.

The online Computer Matching system, rolled-out since April 2005, enables candidates and hospitals to register for access to a computer match, submit their ranking of preferences, edit preference rankings and view the results of matching. This website enables a range of information for each Computer match to be viewed online (i.e. Schedule of Dates, Eligibility Criteria, Hospitals participating in a match).

During the reporting period, we presented to final year students at various universities to explain how the computer matching system worked and to answer any questions that students had related to the matching website and the process in general. We also participated in the Annual Nursing and Health Expo in April 2010 and the Medical Careers Expo in June 2010 both of which were well attended.

### Health Service and Practice Advisory subcommittee

The Health Service and Practice Advisory subcommittee includes representatives from health services in Victoria which offer prevocational training posts.



Medical Careers Expo (June, 2010)

Six meetings, including a joint meeting with the Workforce subcommittee, were held during the reporting period. Ms Monique Le Sueur, Medical Workforce Manager, Southern Health, was chair of the HMO Managers subcommittee until December 2009 and support was provided by Ms Carol Jordon, Ms Michelle Dellamarta and Ms Aileen Falzon. In December 2009 Ms Rosemary McKemmish was appointed the new Chair and Ms Sarah McConchie became Deputy Chair in June 2010.

The achievements for the reporting period have included:

- The Workforce subcommittee and the HMO Managers subcommittee conducted a joint meeting in April 2010 to review their relationship and respective domains of interest.
- Participation of HMO Manager representatives at the bi-annual Clinical Deans meetings.
- Interaction with the Registration Manager, Medical Practitioners Board of Victoria, in relation to registration processes for medical practitioners.
- HMO Managers participation in various College interviews and selection processes.
- Participation of HMO Managers in a work group to review the timing and spread of hospital information sessions (Ms Monique Le Sueur, Mr Wayne Harding, Ms Wende Thompson, Ms Sarah McConchie and Ms Rosemary McKemmish).
- An annual meeting with JMO Forum representatives held in December 2010.
- Reviewed the term dates for interns and Hospital Medical Officers commencing in 2011.
- An inaugural meeting of HMO Managers and Medical Education Officers held in March 2010 to discuss flexible rostering and the educational implications of part-time and flexible employment.
- Participation in a joint project between junior medical officers (JMOs) and HMO Managers to examine the factors impacting on the relationship between JMOs and Medical Workforce units.
- Assisted with promoting the Medical Schools Outcomes Database & Longitudinal Tracking (MSOD) survey to interns.
- Keeping informed about the impacts on the education and training relating to prevocational doctors arising from national developments (e.g. national accreditation and registration, Australian Curriculum Framework implementation, and Review of the Intern Year).

Professional development activities for HMO Managers were conducted in July 2009, *The Occasional Counsellor* and in May 2010, *The Skilled Communicator – Negotiation and Difficult Conversations*.

## THEME 5: COMPUTER MATCHING SERVICE

In addition to the discussions regarding the operational aspects of the prevocational workforce, a number of guest presenters met with the HMO Managers to discuss items of mutual interest:

### December 2009

Ms Pauline Ingham, vicNET and Dr Judith Colliver VMA  
General Practice training opportunities

### February 2010

Ms Kirsty William, Department of Health  
An Introduction to the Victorian International Health Professionals service

### April 2010

Ms Meredith Bickley (Medical Practitioners Board of Victoria) and  
Ms Kylie Nicholls (PMCV)  
PESCI (Pre-employment structured clinical interview) process

The challenges during the reporting period have included:

- The continuing workforce shortage.
- Implementation of new processes for international medical graduates (i.e. Competent Authority pathway and Standard Pathway).
- Implementation of the new registration and accreditation scheme for medical practitioners.
- The need for making time for training [peak time now runs from April until mid February], and
- The continuing involvement in medical colleges selection processes.

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.

### *Overview of the 2009/2010 Computer Matching Service*

Computer Matching Service 2009/2010	Registered Candidates	Candidates (Withdrawn / Incomplete Applications)	Participating Candidates	Participating Hospitals	Hospital Posts	Matched Candidates	Unmatched Candidates	Unmatched Hospitals Posts
<b>Medical Intern Match</b>	931	162	769	15	560	539	230	21
<b>HMO Match</b>	885	232	631	13	543	503	120	40
<b>BPT2 Match</b>	228	36	192	9	185	168	24	17
<b>BPT3+ Match</b>	260	45	215	10	197	193	22	4
<b>GNP Match</b>	2225	205	2020	122	1952	1659	361	293
<b>Diagnostic Radiography Match</b>	105	11	94	22	74	64	10	10
<b>Nuclear Medicine Match</b>	14	0	14	10	15	12	3	2
<b>Radiation Therapy Match</b>	15	0	16	5	15	14	1	1
<b>Total</b>	4,663	691	3,951	206	3,541	3,152	771	388

## THEME 6: JUNIOR MEDICAL OFFICER WELFARE AND SUPPORT

Support the training, professional development, welfare and well-being of Junior Medical Officers (JMOs) and engage JMOs via the Victorian JMO Forum.

The Victorian JMO Forum has experienced rapid and exciting growth in the past three years since its initial formation. During 2009/2010 the JMO Forum has reviewed its terms of reference and portfolio areas and expanded its involvement of JMOs state-wide through targeted marketing and direct contact with health services. We thank the Department of Health for their support of the Victorian JMO Forum.

The Victorian JMO Forum met in July, September and December 2009 and was chaired by Dr Angela Marsiglio. Meetings were held in February and April 2010, co-chaired by Dr Caitlin Taylor (PGY2 St Vincent's Health) and Dr Halina Lisnichuk (PGY2 Alfred Health). New JMO Executive Committee members were elected in April 2010 and portfolios established to focus discussion on key areas of significance to the JMO experience. Each portfolio has an officer and where there is a corresponding PMCV committee, the portfolio officers are members of relevant PMCV subcommittees: Drs Akbar Ashrafi and Fiona Smith, Education; Dr Vinita Rane and Dr Francene Bond, Accreditation; Drs Lena Ly, Elly Green and Claire Rayner, Workforce; Dr Swaroopini Thangarajah, IMG and Scope of Practice.

Other portfolio officers not members of formal PMCV committees include Welfare Officers: Drs Edmond Kwan and Tara Smith; Publications Officer: Dr Raf Ratinam; IT Officer: Ryan De Cruz; and Social Officer: Dr Su Mei Hoh.

The PMCV Committee includes 2 JMOs elected from AMA Doctors-in-training sub-division (DiTs): Dr Francis Connon and Dr Pasqualina Coffey (2009) and Dr Paul Tescher and Dr Linny Kimly Phuong (2010).

The Medical Student Council of Victoria is represented in the JMO Forum, providing a valuable link to medical students. We thank Ms Linny Kimly Phuong (2009) for her involvement in the JMO Forum meetings and work groups.

The JMO Forum in Victoria works with key contacts to ensure quality prevocational education, training and welfare of junior doctors. During the reporting period members have worked on developing these relationships. During our annual meeting with Medical Education Officers (MEOs), topics related to prevocational education and training were discussed, including the ROVER project; development of a paging protocol; protected education time; and mentoring programs. The joint JMO/MEO meeting was co-facilitated by Dr Caitlin Taylor, Dr Halina Lisnichuk and Ms Sarah Hawkins (MEO, Peninsula Health).

The Victorian Department of Health provided funding for sponsorship of JMOs to attend a number of conferences: Dr Tara Smith, Goulburn Valley Health, attended the Doctors Health Conference in Adelaide in September 2009; Dr Susan Harch, Alfred Health, attended MedEd

2009 in Sydney in October 2009; 7 JMOs were sponsored to attend the National Prevocational Medical Education Forum on the Gold Coast in November 2009 (2 were fully funded and 5 were supported by the payment of the registration fee). The PMCV Committee recommended funding for JMOs who had actively contributed to the work of Council: on subcommittees, as accreditors, as presenters at our annual Victorian Medical Education Symposium and participants at workshops and on working parties. The Department of Health and Ageing sponsored 2 Victorian JMOs selected on criteria based on the Australian Standard Geographical Classification of Remoteness Areas (ASGC-RA), that they came from a rural background or had lived in a rural community for a minimum of 5 years. A further two JMOs were sponsored by the Medical Practitioners Board of Victoria due to their involvement in accreditation visits as surveyors.

Victorian JMOs also were involved in oral presentations at the 2009 National Forum:

### *Help! Who Would Interns Turn To?*

Chong, C., Sangas, S., Fraser, R., Bond, F., and Savage, J. Medical Education Unit, The Northern Hospital

### *Intern Peer Mentoring Program*

Barton, R. and McKenna, D., Western Health

### *A Medical Student Education Elective: Pioneering A Career Pathway In Medical Education.*

Rane, V., Southern Health & Monash University, Monash Medical Centre

### *The National Junior Medical Officer Welfare Study: A Snapshot of Intern Life In Australia.*

Heredia, D., Hollywood Private Hospital, Perth, Marsiglio, A., Peter MacCallum Cancer Centre, Melbourne, and Rhodes, C., Royal Perth Hospital, Perth, Australia



Victorian JMO Forum Co-chairs 2010: Dr Caitlin Taylor and Dr Halina Lisnichuk

## THEME 6: JUNIOR MEDICAL OFFICER WELFARE AND SUPPORT

Rolling handOVER (ROVER) – Enhancing Junior Doctors' Orientation To New Rotations

Gome, J., Mansie, J., O'Brien, R., Taylor, C., St. Vincent's Hospital

One of the recommendations from the 2008 National JMO Forum was the establishment of a national JMO committee. The Australia and New Zealand Junior Medical Officer Committee (ANZJMOC) was established in November 2009 and meetings are coordinated by the Confederation of Postgraduate Medical Education Councils (CPMEC). Dr Caitlin Taylor and Dr Halina Lisnichuk are the Victorian representatives and have additional roles as Chair and Deputy Chair respectively.

The discussion issues have included:

State-specific issues relating to portfolios: Education & Training, Accreditation, Workforce, Welfare, and IMGs.

Reports of projects endorsed by the JMO Forums in each state (e.g. Supervision, JMO Welfare Study, Mentoring Guidelines, JMO Assessment Forms).

Planning the program for the National JMO Forum on Sunday 7th November (as part of the 15th National Prevocational Medical Education Forum).

During 2009/2010 ten Victorian health services participated in the second year of the Victorian arm of the National JMO Welfare Study. We thank Dr Angela Marsiglio for implementing the Victorian arm of this study in 2008/2009 and then overseeing the second year of the study in 2009/2010. Dr Tara Smith and Dr Edmond Kwan have taken over as the lead researchers for the third year of this study to occur later in 2010. Arising from the 2009/2010 study is a collaborative project between the JMOs and the HMO Managers Group to identify the factors that negatively impact on their relationship. It is anticipated that an abstract on this project will be accepted for an oral presentation at the 2010 National Prevocational Medical Education Forum.

The CPMEC and their state/territory members agreed to initiate a new award in recognition of the contribution of JMOs to prevocational medical education and training. Each state/territory is responsible for selecting their state/territory winner who is put forward to be considered for the National JMO Award. The Victorian state winner in 2009 was Dr Angela Marsiglio, who was presented with a certificate and sponsorship to attend the annual National Forum on the Gold Coast.

It is planned for the JMO Forum to become a formal subcommittee of the PMCV which will require approval by the members of Council at the 2010 Annual General Meeting.



Dr Angela Marsiglio (third from left) receives the Victorian JMO Award 2009



Presentation of Vice-Chancellor's Knowledge Transfer Award *Doctors Speak Up*. Joint PMCV and University of Melbourne, 2009



## THEME 7: UNDERGRADUATE AND VOCATIONAL TRAINING LIAISON

Continue the dialogue at the state level between the Victorian universities and the Postgraduate Medical Council of Victoria. Formalise a dialogue at the State level between the Colleges and the Postgraduate Medical Council of Victoria. Issues of mutual interest include : The Australian Curriculum Framework for Junior Doctors; intern allocation; recognition of prior learning (e.g. professional development of registrars program); medical training issues; collaboration (e.g. supervisor and skills workshops); and the continuum of medical education.

### Undergraduate

Two meetings with the Clinical Deans of the Victorian universities were held and a range of issues concerning intern selection and postgraduate education and training associated with the transition from medical student to doctor were explored including:

- The PMCV Strategic Plan 2009-2012.
- Intern Match application and matching process (including referee process and hospital information sessions).
- Implementation of the National Audit of Intern Acceptances for the 2011 Clinical Year.
- The timing and purpose of the Medical Careers Expo 2010.
- English language requirements for temporary resident medical graduates.
- Annual review of final year medical graduate data 2010-2013.
- Review of Computer Matching system.
- Availability of intern places for international full-fee students.

Ms Rosemary McKemmish, Ms Liz Morton (until December 2009) and Mr Lawrence Hudson (until December 2009) were nominees of the HMO Managers subcommittee participating in the Clinical Deans meetings. We thank Mr Jonathan Galtieri, Mr Andrew Campbell and Mr Tim Fazio, undergraduate medical student representatives, for their contribution to the meetings. We welcomed Dr Merrilyn Wild, Northern Health as a new member in October 2009 and Dr Mark Yates, Ballarat Clinical School and Dr Ross Carne, Deakin Geelong as new members of the Clinical Deans Group in February 2010.

At the September 2009 meeting of the Clinical Deans, a Work Group to review the Medical Careers Expo and the processes relating to aspects of the 2009/2010 intern match (e.g. number and timing of hospital information sessions and health service selection including the interview process) was recommended. Nominations were sought from the HMO Managers and Workforce subcommittees: (Ms Wende Thompson, Ms Sarah McConchie, Mr Wayne Harding, Ms Monique Le Sueur and Ms Rosemary McKemmish); the Medical Education Officers group (Ms Emily Cavanagh); the Clinical Deans (Dr Jacinta Tobin, Professor Dawn de Witt and Dr Stephen Lew); and the undergraduate medical student societies (Mr Tim Fazio, Ms Christina Mandrawa, Ms Linny Kimly Phuong and Mr Andrew Campbell). Ms Michelle Dellamarta and Ms Aileen Falzon, PMCV, attended meetings of the Work Group, which was supported by Ms Carol Jordon, PMCV. The Work Group met 4 times. An online survey was developed and sent to 2009 intern, HMO and BPT computer match candidates seeking their views on the value of the information included in the Intern and HMO Medical Careers Expo newspaper supplements, the PMCV Computer Match Candidate and Hospital Directories, health service websites and at hospital/health service information sessions. 1700 candidates were surveyed

and 242 (14%) candidates returned the questionnaire; around 60% were from prospective interns. Some key findings included:

- 33-35% of respondents agreed that the HMO supplements in *The Age* / *Herald Sun* provided valuable information regarding Victorian hospitals and their positions.
- Of the 103 respondents who attended the hospital / health service information sessions, 78% of the respondents thought they received information which contributed to ranking hospitals.
- Almost 50% of respondents agreed that hospital / health service websites had valuable information and that they understood the recruitment requirements.
- 140 respondents indicated that they did not attend any hospital information sessions - Distance, rural placement and disruption to rotation were the three main reasons.
- About 60% of respondents agreed that PMCV Matching Website provided valuable information.

Overall, hospital websites, hospital information sessions and the PMCV Hospital Directory were very important sources of information; *The Age* and the *Herald Sun* supplements were rated as the least important source of information by respondents.

Recognising that distance, rural placement and disruption to rotation were the three main reasons for medical students not attending hospital/health service information sessions, a revised schedule of hospital information sessions was developed for 2010. Where possible, 2 information sessions were offered at different locations on one day and an increased number of information sessions were offered on the day of the Medical Careers Expo. The Work group will reconvene in September/October 2010 to undertake an evaluation of the 2010 process.

The PMCV in conjunction with the Medical Education Unit, University of Melbourne (represented by Dr Robyn Woodward-Kron and Dr Eleanor Flynn) were awarded a Vice-Chancellor's Knowledge Transfer Award: *Doctors Speak Up*; Ms Kylie Nicholls and Ms Carol Jordon are members of the Reference Group for this project.

### Vocational

Following on from the PMCV workshop held with college representatives in June 2009, ongoing discussions with several of the Colleges to explore possibilities of collaboration in areas such as e-Learning and Supervisor training continued. PMCV staff attended a range of college and university education and training seminars, where dialogue continued.

## THEME 8: LEADERSHIP AND STRATEGIC MANAGEMENT

Enable the Council to meet its human resources, operational and legal responsibilities. Embed the Council's new Strategic Plan 2009 – 2012 into its business plans, service agreements and evaluation processes.

All committees of Council reviewed their terms of reference and membership and developed a Work Plan based on the PMCV Strategic Plan 2009-2012 and the Service Agreement with the Department of Health 2009-2010.

During the reporting period there were a number of changes to the leadership of subcommittees including:

### IMG and Scope of Practice

Dr Sean Fabri replaced Dr Eleanor Flynn as Chair in September 2009. We thank Dr Flynn who had been chair since August 2006. Dr Flynn made a significant contribution to the development of the behavioral interview process and more recently the Pre-employment Structured Clinical Interview (PESCI) process, leading the development of the PMCV submission to the Australian Medical Council for accreditation of the PESCI process in Victoria and accreditation of the Victorian Competent Authority pathway process.

### HMO Managers and Practice Advisory

Ms Monique Le Sueur completed her two year term as Chair in December 2009; Ms Rosemary McKemish was appointed the new Chair.

### Education

After eight years as Chair of the Education subcommittee, Professor Brendan Crotty stood down as Chair in December 2009; Dr Heather Grusauskas was appointed the new Chair.

### JMO Forum

Dr Angela Marsiglio and Dr William (Liam) Ryan completed their term as co-chairs of the Victorian JMO Forum in December 2009; new co-chairs appointed were Dr Caitlin Taylor and Dr Halina Lisnichuk.

### CPMEC

Through its membership of the national body, the Confederation of Postgraduate Medical Education Councils, the Council made a significant contribution via its membership of working parties (e.g. National Intern Allocation Work Group); review of discussion papers and reports (e.g. national registration and accreditation); support of stakeholder engagement (e.g. AMA Council of doctors-in-training, ANZJMOC, Australian Indigenous Doctors Association (AIDA); and referral of issues (e.g. change-over dates for HMOs/registrars).

### **Staff**

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

- Ms Michelle Dellamarta, Manager, Computer Matching Service
- Ms Aileen Falzon, Administrative Officer, Computer Matching Service
- Ms Penelope Watson, Manager, Accreditation
- Dr Ian Graham, Medical Director
- Ms Carol Jordon, Executive Officer
- Ms Marilyn Bullen, Medical Education Officer/Manager, Education
- Ms Kylie Nicholls, IMG Manager
- Ms Mia Trujillo, IMG Administration Officer
- Ms Judy D'Ombain, Project Officer
- Ms Danica Chappell, Publications

We farewelled Ms Sarah Derum and Ms Ruby Savage who supported a range of administration functions and event management.

**STAFF**



Chairman of PMCV Board  
Prof John Catford



Chair, PMCV Committee  
Prof Brendan Crotty



PMCV Executive Officer  
Ms Carol Jordon



Chair, Education subcommittee  
Dr Heather Grusauskas



**Education**  
Ms Marilyn Bullen,  
Medical Education Officer/Manager of Education



Chair, Accreditation subcommittee  
Dr Rod Fawcett



**Accreditation**  
Ms Penelope Watson,  
Manager



Chair, IMG and Scope of Practice subcommittee  
Dr Sean Fabri



**International Medical Graduates**  
Ms Kylie Nicholls  
Manager



Ms Mia Trujillo,  
Administrative Officer



Chair, Workforce subcommittee  
Dr Ian Graham



**Computer Matching Service**  
Ms Michelle Dellamarta  
Manager



Ms Aileen Falzon  
Administrative Officer



Ms Judy D'Ombrian  
Project Officer



Ms Danica Chappell  
Publications

## CONTRIBUTIONS

The work of Council is supported by many volunteer members and we would like to formally acknowledge our appreciation of their generosity and passion for prevocational medical education

A Work Group comprising Dr Eleanor Flynn, Dr Sean Fabri, Ms Rosemary McKemmish, Ms Beverley Sutton and Ms Kylie Nicholls developed the process for PESCI and training sessions will be offered in the second half of 2010. We also thank those who contributed to the writing of the scenario questions and evaluation.

There have been numerous accreditation visits from July 2009 to June 2010 and we acknowledge the contribution of the team leaders: Bairnsdale Regional Health and Central Gippsland Health Service (Dr John Ferguson), Wonthaggi Hospital/Bass Coast (Dr Joanne Katsoris), Casey and Dandenong hospitals (Dr Lee Hamley), Swan Hill Hospital (Dr Andrew Foote), Echuca Health (Dr Bruce Warton), Werribee Mercy and Kyneton District Health Service (Dr Ian Graham); Murray to Mountains Intern program (Professor Brendan Crotty and Dr Ian Graham); Maffra Medical Clinic and Bethlehem Hospital; (Dr Gretel Heitbaum), Dandenong Hospital and Monash Medical Centre (Dr Heather Grusauskas), Kingston Centre, Monash Medical Centre and Moorabbin (Dr Susan Sdrinis), and Casey Hospital (Dr Peter Morley). Visit teams have been supported by Ms Penelope Watson and Ms Carol Jordon, PMCV.

Members of survey teams included Dr Harriet Beevor, Mrs Leanne Butler, Dr Catherine Gargan, Dr Susan Harch, Ms Sarah McConchie, Dr Brian McDonald, Dr Michael McDonough, Dr Daniel McGlade, Dr Rob MacGinley, Ms Jacquie Mansie, Dr Peter Morley, Dr Robert O'Brien, Dr Al Rudock, Ms Susie Sangas, Dr Tiffany Tam, and Dr Alison Zhang. We thank health services for releasing their staff to participate on accreditation visit teams.

Medical Education Officers are members of various PMCV Subcommittees: Mrs Leanne Butler (Accreditation), Mr Darryl McKenna and Ms Sarah Hawkins (Education), Ms Lynne Denby (Workforce) and Ms Adrienne Newman and Ms Susie Sangas (IMGs and Scope of Practice).

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 Angela Marsiglio for her leadership of the Victorian JMO Forum during 2009 and for coordinating the pilot of the Victorian arm of the National JMO Welfare Study. Drs Tara Smith and Edmond Kwan have taken on the leadership of the JMO welfare portfolio and will have responsibility of the 2010 Victorian JMO Welfare study. Other JMO portfolio heads are: Dr Sue Mei Ho (Social), Drs Akbar Ashrafi and Fiona Smith

(Education); Dr Vinita Rane and Dr Francene Bond (Accreditation); Drs Lena Ly, Elly Green and Claire Rayne (Workforce); Dr Swaroopini Thangarajah (IMG and Scope of Practice) and Dr Ryan de Cruz (IT and website). We thank Dr Caitlin Taylor and Dr Halina Lisnichuk for co-chairing the Victorian JMO Forum in 2010 and for their contribution to the planning of the national JMO Forum meeting to be held in November 2010.

We thank contributors to the information sessions conducted for international medical graduates in March and June 2010. Dr Sean Fabri; Mr Phillip O'Sullivan (Australian Medical Council); Ms Heather Zeckler (Registered Migration Agent); Ms Ann Dancer (Victorian Medical Postgraduate Foundation); Mr Andrew Lewis (Australian Medical Association-Victoria), Ms Lynne Tycehurst (Medical Practitioners Board of Victoria) and Ms Kirsty William (Department of Health).

The Council acknowledges the contribution of members of the Work Group established to provide advice on the development of a training package for supervisors of IMGs that meets the CoAG Supervision criteria: Ms Beverley Sutton, Dr Robert O'Brien, Dr Sean Fabri, Ms Gillian Fawcett, Ms Jenny Gough, Ms Helen Musk, Dr Caroline Hawkins, Ms Beverley Bird, and Professor Brian Jolly. Three modules were developed by the PMCV (Ms Kylie Nicholls, Ms Marilyn Bullen and Ms Carol Jordon) in collaboration with staff of the St Vincent's Medical Education Centre: Dr Robert O'Brien, Dr Stuart Dilley and Dr Neil Cunningham. Ms Gillian Fawcett, Western Health, assisted with the pilot of the modules.

We would also like to thank the following for their participation in the Reference Group which oversaw the development of the centralised IMG orientation program and those associated with the delivery of the program: Dr Sean Fabri, Associate Professor Leanna Darvall, Dr Deborah Zion, Ms Adrienne Newmann, Dr Joanne Katsoris, Ms Meredith Bickley, Ms Judith Miralles, Dr Johannes Wenzel, Ms Claire Mackinley, Dr Kym Jenkins, Ms Carol Jordon and Ms Kylie Nicholls.

HMO Managers have contributed in various ways to the work of Council. Ms Mandy Polan (HMO Manager) is a member of the IMGs and Scope of Practice subcommittee. The Chair of the HMO Managers Group, Ms Rosemary McKemmish, is a member of the Workforce subcommittee and the Clinical Deans Group. Ms Rosemary McKemmish, Ms Sarah McConchie, Mr Lawrence Hudson, Ms Lynn Orelli, and Ms Cassandra Angelatos have participated in a collaborative joint project between junior medical officers (JMOs) and HMO Managers to examine the factors impacting on the relationship between the two groups. There has been participation of HMO Managers in the work group established to review the timing and spread of hospital information sessions (Ms Monique Le Sueur, Mr Wayne Harding, Ms Wende Thompson, Ms Sarah McConchie and Ms Rosemary McKemmish).

## NATIONAL CONTRIBUTIONS

### PMCV and the 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 body in Australasia 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, Australian Medical Council (AMC), the Medical Deans, the Committee of Presidents of Medical Colleges (CPMC), junior doctor representative groups, and more recently Health Workforce Australia and General Practice Education and Training.

In November 2009 Professor Brendan Crotty became the Chair of CPMEC. In this role he represents CPMEC on the quarterly meetings of the Committee of Presidents of the Medical Colleges, the Council of the Australian Medical Council, the Medical Training Review Panel, Medical Deans of Australia and New Zealand, and attended the CPMC Workshop on Supervision in April 2010. He also chaired the CPMEC Working Group on National Registration and the Intern Year. Dr Angela Marsiglio, Chair of the Victorian JMO Forum, was also a member of this Working Group.

PMCV involvement with CPMEC has been at a number of levels. Professor Brendan Crotty, Chair of PMCV Committee and Ms Carol Jordon, Executive Officer of PMCV are members of the CPMEC Executive Committee which meets quarterly. Ms Carol Jordon is a member of the CPMEC Principal Officers Group. PMCV representatives on the DCT, JMO and MEO Committees of CPMEC were A/Prof Lou Irving; Drs Caitlin Taylor and Halina Lisnichuk; and Ms Marilyn Bullen respectively.

Postgraduate Medical Councils including PMCV, provided inputs to CPMEC responses to the Australian Commission on Safety & Quality in Healthcare's draft National Safety & Quality Framework and the Medical Board of Australia's proposed registration standards for international medical graduates. In addition, PMCV has contributed to the implementation of the national priority projects through the contributions of its Committee members and staff. Professors Brendan Crotty and Barry McGrath are members of the ACF National Steering Committee; Professor Brian Jolly and Dr Lisnichuk are members of the ACF Assessment Working Party, ACF; Dr Heather Grusauskas is a member of the Vertical Integration Working Party, ACF; Ms Lynne Denby and Ms Marilyn Bullen are members of the Teaching and Education Working Party, ACF. Dr Rodney Fawcett is a member of the National Technical Group that continues to oversee the implementation of national Prevocational Medical Accreditation Framework.

The 14th National Prevocational Medical Education Forum, organised by Postgraduate Medical Council of Queensland, on behalf of CPMEC, was held on the Gold Coast in November 2009.

Victoria contributed 24 oral presentations and 3 posters. Professor Lou Landau, Chair, Postgraduate Medical Council of Western Australia was the recipient of the Geoffrey Marel Medal in recognition of his outstanding contribution to prevocational medical education and training in Australia. The state and national winners of the Junior Doctor of the Year Awards, selected for their contribution to prevocational medical education and training, at both the state and national level, were recognised at the official dinner at the 2009 Forum: Dr Caroline Rhodes (Western Australia) was announced as the recipient of the 2009 National Junior Doctor of the Year Award by CPMEC. The Victorian state winner was Dr Angela Marsiglio.

Members of the Organising Committee for the 2010 National Prevocational Medical Education Forum to be held in Melbourne in November 2010 are: Professor Brendan Crotty, Dr Ian Graham, Professor Brian Jolly (Chair), Ms Marilyn Bullen, Ms Carol Jordon, Dr Caitlin Taylor, Dr Halina Lisnichuk, Dr Yvonne Ng, Dr Sandra Neoh, Dr Louis Irving, Ms Deb Le Bhers and Ms Mere Just. Members of the Scientific Committee are: Professor Barry McGrath (Chair), Dr Alistair Vickery, Associate Professor Victoria Brazil, Dr Verna Akanyat, Dr Heather Grusauskas, Mrs Debbie Paltridge, and Dr Andrew Perry. National meetings of the special interest groups will be chaired by: Ms Rosemary McKemmish (HMO/JMO Administrators), Dr Louis Irving (Supervisors and Directors of Clinical Training); Ms Marilyn Bullen, Ms Sarah Hawkins and Mr Darryl McKenna (Medical Education Officers) and Ms Kirstie McKenzie (Jurisdictions).

### Professional Development Program for Registrars (PDPR)

The Confederation of Postgraduate Medical Education Councils (CPMEC) has developed a two-day Professional Development Program for Registrars (PDPR) aimed at registrars from all medical specialties. Whilst developed initially in Victoria, it has now become a national program that aims to enhance the leadership and management skills of registrars.

Five Professional Development Programs for Registrars (PDPR) programs were conducted in Victoria and were attended by a total of 65 registrars from metropolitan, regional and rural hospitals. The PDPR programs were directed by Dr Jag Singh, CPMEC General Manager. To facilitate rollout of the PDPR, a Trainer Accreditation Program (TAP) was conducted from 22-24 June 2009 with 7 participants. The program continues to enjoy excellent ratings from participants and a post-program follow up was in development.

Participants of the PDPR, March 2009



**POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.**

**FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2010**

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## CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2010

### Highlights

The Council's Strategic Plan 2009-2012 provided the focus of our activities in 2009-2010 under four main themes:

- Capacity Expansion
- Capability Development
- Career Enhancement
- Continuity of Training

The following are highlights for the year 2009-2010.

#### Capacity Expansion

##### Workforce development and innovation

The computer matching system was transitioned from Med-E-Serv to Henge Systems, and as a risk management strategy, the Board is supporting a review of the current functionality of the computer matching system and identification of redevelopment opportunities. We participated in a Work Group which developed a national process for the audit of intern acceptances across multiple jurisdictions and worked with Nurse Policy Branch to develop a new set of Business Rules for the Graduate Nurse Match.

##### Accreditation and quality improvement

The Council has continued to work with the Department of Health and the Medical Practitioners Board of Victoria to develop accredited intern training positions to meet the expected growth in medical graduates by 2012. There has been a progressive increase in accredited and funded intern training positions from 350 in 2003, to 459 in 2008, to 553 in 2010 and 623 in 2011. Intern posts are accredited in General Practice at Heyfield, Wonthaggi, Korumburra, Leongatha, Maffra, Camperdown and Trafalgar. Innovative intern rotations in Radiology, Pathology, and Forensic Medicine are offered and rotations in a range of surgical specialities have been accredited (e.g. Vascular, ENT, Urology and Plastics). The Council continues to review selected PGY2 positions and report on issues to the Department arising from these visits.

#### Capability Development

##### Education, Assessment and Supervision

With funding support from the Department of Health we were able to increase the number of Professional Development of Registrar (PDR) programs and Teaching on the Run programs in Victoria. Participants from rural, regional and tertiary teaching hospitals successfully completed the programs.

Workshops for medical education officers, medical clinical educators and Directors of Clinical Training and Supervisors of Intern Training were delivered. The annual Medical Education Symposium was held on 9 May 2010 with the theme: Prevocational rotations: Expansion, Experience and Enhancement. The Symposium provided health services with the opportunity to showcase innovations in prevocational training and for participants to learn about the strategic directions proposed by the Department of Health for Victoria's medical workforce.

##### International Medical Graduates and Scope of Practice

The Council continued to monitor the development of a workplace-based assessment process for International Medical Graduates (IMGs) and conducted visits to supervisors of competent authority doctors. In conjunction with the Medical Practitioners Board of Victoria, we rolled-out a new process to improve the understanding of supervisors of their roles and responsibilities for doctors. A number of information sessions for IMGs seeking employment in Victorian hospitals were conducted and after an extensive consultation, a process for hospital-based Pre-Employment Structured Clinical Interviews for IMG doctors is now ready for implementation state-wide. A centralised Orientation program for IMGs was developed and piloted in collaboration with Monash University (Forensic Medicine and Bioethics and Research units), the Victorian Doctors Health Program and the Medical Practitioners Board of Victoria.

#### Career Enhancement

##### Computer Matching Service

The administration of the computer matching service for health professionals seeking employment in the Victorian public health system continues to expand. The Council currently administers 5 matches on behalf of the Department of Health – Medical Radiation interns, Medical interns, HMOs, Basic Physician Trainees and Graduate Nurse Program. In 2009 4,663 candidates and 206 hospitals used the computer matching service.

##### Junior Medical Officer Welfare and Support

The Junior Medical Officer (JMO) Forum continues to meet regularly and I would like to thank Drs Caitlin Taylor and Halina Lisnichuk for co-chairing this important group of prevocational doctors. The Forum has been very active with a number of projects underway - ROVER (Rolling handover), the development of Mentoring Guidelines and guidelines regarding Protected Teaching Time. Interactions with Medical Education Officers and HMO Managers have led to a number of collaborations. I take the opportunity to congratulate Dr Angelo Marsiglio as the recipient of the inaugural Victorian JMO Award in 2009.

## CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2010

### Continuity of Training

#### Undergraduate and Vocational Training Liaison

Meetings with the Clinical Deans continued to explore a range of issues associated with the transition from medical student to doctor, the intern application and matching process, and the spread and timing of hospital information sessions for final year students. Building on the links with Colleges established at our June 2009 Workshop, informal contacts and meetings were continued with various specialist Medical Colleges to explore a number of issues of mutual interest including accreditation of training posts, supervision, recognition of prior learning and E-Learning management. College representation on our Education subcommittee was expanded and reports of College educational activities are a standing agenda item for these meetings.

#### Leadership and Strategic Management

All committees of Council have reviewed their terms of reference and membership and developed a work plan for 2009-2010. As part of our succession planning, new Chairs were appointed to three of our subcommittees, namely Education, IMGs and Scope of Practice, and Health Services and Practice Advisory. We thank Professor Brendan Crotty, Dr Eleanor Flynn and Ms Monique Le Sueur for their leadership of these subcommittees and welcome Dr Heather Grusauskas, Dr Sean Fabri and Ms Rosemary McKemmish as the respective new chairs.

Implementation of the new Strategic Plan continued and was reflected in the Service Agreement between the Department of Health and the PMCV. Through its membership of the national body, the Confederation of Postgraduate Medical Education Councils (CPMEC), the Council has made an important contribution via its membership of working parties, review of discussion papers and reports, and participation at CPMEC meetings. I congratulate Professor Brendan Crotty, Chair of the PMCV Committee on being appointed as Chair of CPMEC in November 2009.

### Governance

The Postgraduate Medical Council of Victoria is incorporated under the Associations Incorporation Act 1981. The Rules of the PMCV require the establishment of a Board and a Committee. The Board is responsible for the oversight of the management of the Postgraduate Medical Council of Victoria and providing strategic direction. The Board monitors the financial performance, human resources policies, budgets and business plans and the risk and compliance framework. The Board developed a Board Charter and a Calendar of Activities,

reviewed the performance of the chairs of committees in February 2010 and reviewed Performance Management Plans submitted by the Medical Director and Executive Officer. A review of Governance and Reporting Relationships was completed and a Special Resolution will be presented at the 2010 Annual General Meeting to amend the Rules of the PMCV. The Board undertook to market test the position of Medical Director, a position established 5 years ago; the selection process for this position was underway on 30 June 2010.

The Board has established the PMCV Committee to guide the operational and policy aspects of the Council and has approved the establishment of subcommittees, namely Accreditation, Education, HMO and Practice Managers, IMGs and Scope of Practice and Workforce with specific terms of reference and responsibilities. As required, recommendations are referred from the Committee to the Board for approval.

#### Indemnification of Officers and Auditors

During or since the financial period the Council has not indemnified or made a relevant agreement to indemnify an officer or auditor of the Council or of any related body corporate against a liability incurred as such an officer or auditor. In addition, the Council has not paid, or agreed to pay a premium in respect of a contract insuring a liability incurred by an officer or auditor.

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

#### Financial

In accordance with Rule 89 the Board approved the appointment of Accru - Danby Bland Provan to provide external audit services for 2009/10.

The surplus from the ordinary activities for the financial year 2009-10 is \$84,791.

The Council received funding from the Victorian Department of Health (\$1,038,813) and the Medical Practitioners Board of Victoria (\$75,000) to support its activities and program delivery. The Council has accumulated reserves of approximately \$1m and the Board is considering options in relation to how these reserves can be used.



## CHAIR'S REPORT FOR THE YEAR ENDED 30 JUNE 2010

### Events Subsequent to Balance Date

There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Committee of the Council, to affect significantly the operations of the Council, the results of those operations, or the state of affairs of the Council in the subsequent financial years.

### **Future**

The PMCV does not foresee any change in its general directions during the coming financial year. This will be a period of transition whilst the national accreditation and registration scheme evolves, and we plan to be actively involved in any discussions relating to the intern year and delegations relating to intern accreditation and funding of this activity.

Our key challenges for the next year include:

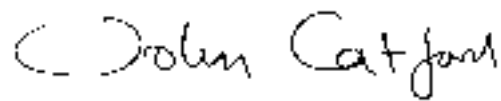
- Ensuring that new intern positions meet the evolving national standards and are good quality training positions;
- Encourage the development of alternative settings for intern and PGY2 training, particularly in regional and ambulatory settings;
- Implementing the CoAG reforms relating to the national assessment process for international medical graduates, including the Pre-Employment Clinical Structured Interview (PESCI) and workplace based assessment;
- Transitioning the PMCV into the new national registration and accreditation scheme;
- Building on our relationship with universities, colleges and health services;
- Ensuring relevant and ongoing communication and consultation with all our stakeholders;
- Securing an appropriate level of resourcing to enable delivery of our contracted services;
- Being responsive to ideas, innovation and research to inform our directions and to aid in identifying new project and work opportunities; and
- Ensuring a successful and innovative program for the National Prevocational Medical Education Forum to be hosted by PMCV in Melbourne, November 2010.

### **Appreciation**

I take this opportunity to thank the PMCV Committee and subcommittees as well as the Executive Officer, Medical Director and the PMCV staff for their continuing input and support. I particularly acknowledge the significant contribution of our volunteer members who are vital to the success of the Council in delivering the significant results and outcomes which this annual report describes.

In March 2010, the term of office of the Ministerial nominee on the PMCV Board, held by Dr Lee Hamley, expired and we await a new replacement. I am most grateful for Lee's support of the Board and her advice over a number of years. The Medical Practitioners Board of Victoria ceased to exist from 1 July 2010. I thank Dr Robert Adler, the Medical Board's nominee on the PMCV Board, for his important contribution and support of the work of our Board.

I congratulate Professor James Angus, a member of the PMCV Board, on his award of an AO (Officer of the Order of Australia) for '*distinguished service to biomedical research, particularly in the fields of pharmacology and cardiovascular disease, as a leading academic and medical educator, and as a contributor to a range of advisory boards and professional organisations both nationally and internationally.*'



Professor John Catford  
Chair, PMCV Board  
8 September 2010  
at Melbourne

## STATEMENT BY MEMBER OF THE BOARD FOR THE YEAR ENDED 30 JUNE 2010

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.

In the opinion of the Board of the financial report as set out on pages 33 to 44:

1. Presents a true and fair view of the financial position of Postgraduate Medical Council of Victoria Inc. as at 30 June 2010 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 made in accordance with a resolution of the Board and is signed for and on behalf of the Board by:



Professor James Angus  
Secretary, PMCV Board  
8th September 2010  
at Melbourne

## STATEMENT OF COMPREHENSIVE INCOME FOR YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>INCOME</b>	2	1,307,426	1,231,502
<b>EXPENDITURE</b>			
Advertising and communication expenses		(11,451)	(10,643)
Chair session expenses		(15,390)	(14,000)
Consultant fees		(73,440)	(83,817)
Contractor expenses		(104,375)	(44,547)
Finance costs		-	(161)
Payroll expenses		(628,593)	(622,897)
Rent expenses		(30,949)	(25,528)
Travel expenses		(46,966)	(82,267)
Other expenses		(311,471)	(228,227)
<b>Total expenses</b>		(1,238,624)	(1,112,087)
<b>Net Surplus</b>	3	84,791	119,415
<b>TOTAL COMPREHENSIVE INCOME FOR THE FINANCIAL YEAR</b>		<b>84,791</b>	<b>119,415</b>

The accompanying notes form part of this financial report.

## STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4	1,827,239	1,917,633
Trade & other receivables	5	21,251	25,818
Prepayments		5,000	12,217
<b>TOTAL CURRENT ASSETS</b>		<b>1,853,490</b>	<b>1,955,668</b>
<b>NON CURRENT ASSETS</b>			
Property, plant & equipment	6	39,941	33,483
<b>TOTAL NON CURRENT ASSETS</b>		<b>39,941</b>	<b>33,483</b>
<b>TOTAL ASSETS</b>		<b>1,893,431</b>	<b>1,989,151</b>
<b>CURRENT LIABILITIES</b>			
Trade & other payables	7	114,036	24,490
Accrual for unexpended grants		476,153	696,452
Employee provisions	8	88,698	81,010
Other provisions	9	15,587	73,033
<b>TOTAL CURRENT LIABILITIES</b>		<b>694,474</b>	<b>874,985</b>
<b>TOTAL LIABILITIES</b>		<b>694,474</b>	<b>874,985</b>
<b>NET ASSETS</b>		<b>1,198,957</b>	<b>1,114,166</b>
<b>REPRESENTED BY:</b>			
<b>ACCUMULATED FUNDS</b>			
Retained Earnings		823,737	738,946
General reserve	10	375,220	375,220
<b>TOTAL ACCUMULATED FUNDS</b>		<b>1,198,957</b>	<b>1,114,166</b>

The accompanying notes form part of this financial report.

## STATEMENT OF CHANGES IN EQUITY FOR YEAR ENDED 30 JUNE 2010

	RETAINED EARNINGS	GENERAL RESERVE	TOTAL
	\$	\$	\$
BALANCE AT 1 JULY 2008	619,531	375,220	994,751
Surplus attributable to members	119,415	-	119,415
BALANCE AT 30 JUNE 2009	738,946	375,220	1,114,166
Surplus attributable to members	84,791	-	84,791
<b>BALANCE AT 30 JUNE 2010</b>	<b>823,737</b>	<b>375,220</b>	<b>1,198,957</b>

The accompanying notes form part of this financial report.

## STATEMENT OF CASH FLOWS FOR YEAR ENDED 30 JUNE 2010

	NOTE	2010 \$	2009 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash receipts from customers, members and grants		1,124,290	1,080,849
Interest received		36,747	82,471
Cash payments to suppliers and employees		(1,228,631)	(1,276,286)
Interest paid		-	(161)
<b>Net cash provided by operating activities</b>	<b>12 (ii)</b>	<b>(67,594)</b>	<b>(113,127)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, plant and equipment		(22,800)	(8,057)
<b>Net cash used by investing activities</b>		<b>(22,800)</b>	<b>(8,057)</b>
<b>Net increase/(decrease) in cash held</b>		<b>(90,394)</b>	<b>(121,184)</b>
Cash at the beginning of period		1,917,633	2,038,817
<b>Cash at the end of the financial year</b>	<b>12 (i)</b>	<b>1,827,239</b>	<b>1,917,633</b>

The accompanying notes form part of this financial report.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act of Victoria.

The financial report is for the entity 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 Act 1981.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted by the association in the preparation of the financial report are presented below. The accounting policies have been consistently applied, unless otherwise stated.

#### Reporting Basis and Conventions

The financial report has been prepared on an accrual basis and is based on historical costs modified by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report.

#### **a. Revenue Recognition**

Grant Revenue is recognised in the income statement 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 balance sheet 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).

#### **b. 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 over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

#### **g. Employee Entitlements**

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to Balance Sheet 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.

#### **i. Other Provisions**

Other Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010

	2010 \$	2009 \$
<b>2. REVENUE</b>		
<b>Revenues</b>		
Grant Income DHS	1,161,706	1,032,705
Grant Income DoHA	2,500	59,400
Accreditation Income – Medical Board	68,182	68,182
Interest Income	40,547	62,903
Other Income	34,491	8,312
	<b>1,307,426</b>	<b>1,231,502</b>
<b>3. NET SURPLUS</b>		
Net surplus has been arrived at after charging / (crediting) the following items:		
Audit services	3,100	2,850
Accounting services	20,920	18,403
Depreciation of plant and equipment	13,383	13,185
Movements in provisions for employee entitlements	7,689	17,612
Operating lease rental expense- minimum lease payments	29,288	9,675
<b>4. CASH AND CASH EQUIVALENTS</b>		
Cash at bank – Cheque account	179,760	236,272
Cash at Bank – UG Mapping	-	8,841
Cash at Bank – Patient Safety	-	26,645
Cash at Bank - PGPPP Accreditation	-	10,667
Cash at bank – V2 account	1,647,479	1,635,208
	<b>1,827,239</b>	<b>1,917,633</b>
<b>5. TRADE &amp; OTHER RECEIVABLES</b>		
Sundry debtors	7,516	3,149
GST Receivable	-	12,734
Interest receivable	13,735	9,935
	<b>21,251</b>	<b>25,818</b>

The accompanying notes form part of this financial report.



**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2010**

	2010 \$	2009 \$
<b>6. PROPERTY, PLANT &amp; EQUIPMENT</b>		
Computers & equipment	-	-
At cost	64,891	76,005
Less accumulated depreciation	(38,182)	(55,161)
	26,709	20,844
Office furniture & equipment	-	-
At cost	33,686	32,653
Less accumulated depreciation	(20,454)	(20,014)
	13,232	12,639
<b>Total property, plant &amp; equipment</b>	<b>39,941</b>	<b>33,483</b>

*Movements in carrying amounts*

	COMPUTER EQUIPMENT \$	OFFICE FURNITURE \$	TOTAL \$
Balance 1 July 2009	20,844	12,639	33,483
Additions	18,925	3,874	22,800
Disposals	(1,950)	(1,008)	(2,959)
Depreciation expense	(11,110)	(2,273)	(13,383)
Carrying amounts 30 June 2010	26,709	13,232	39,941

**7. TRADE & OTHER PAYABLES**

Trade creditors	-	8,790
GST payable	72,655	-
Accruals	31,075	4,800
PAYG withholding payable	10,306	10,900
	114,036	24,490

**8. EMPLOYEE PROVISIONS**

Provision for annual & conference leave	55,286	60,439
Provision for long service leave	33,412	20,571
	88,698	81,010

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2010**

	2010 \$	2009 \$
<b>9. OTHER PROVISIONS</b>		
Provision for Refurbishment	15,587	43,033
Provision for Website Design	-	30,000
	15,587	73,033

*Movements in carrying amounts*

	PROVISION REFURBISHMENT \$	PROVISION WEBSITE DESIGN \$	TOTAL \$
Balance 1 July 2009	43,033	30,000	73,033
Increase in provision	-	-	-
Utilised	(27,446)	(30,000)	(57,446)
Carrying amounts 30 June 2010	15,587	-	15,587

**10. 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

**11. OPERATING LEASE COMMITMENTS**

Future operating lease rentals not provided for in the financial statements and payable:		
Not later than one year	38,874	7,740
Later than one year but not later than five years	40,017	1,935
Later than five years	-	-
Total	78,891	9,675

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2010**

	2010 \$	2009 \$
<b>12. NOTES TO THE STATEMENT OF CASH FLOWS</b>		
<b>(i) Reconciliation of cash</b>		
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	1,827,239	1,917,633
	1,827,239	1,917,633
<b>(ii) Reconciliation of operating profit to net cash provided by operating activities</b>		
Net Surplus	84,791	119,415
Add/(Less) non-cash items:		
Depreciation	13,383	13,185
Loss on disposal of assets	2,958	304
<i>Net cash provided by operating activities before changes in assets and liabilities</i>	101,132	132,904
Changes in assets and liabilities:		
Decrease/(Increase) in debtors	(4,367)	(274)
Decrease/(Increase) in prepayments	7,218	(2,653)
Decrease/(Increase) in interest receivable	(3,799)	19,568
Increase/(Decrease) in creditors	(9,384)	6,612
Increase/(Decrease) in GST payable	85,389	(95,731)
Increase/(Decrease) in accruals	26,275	1,561
Increase/(Decrease) in unexpended grants	(220,299)	(185,759)
Provision for employee entitlements	7,690	17,612
Other Provisions	(57,447)	(6,967)
<b>Net cash provided by operating activities</b>	<b>(67,594)</b>	<b>(113,127)</b>

## 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 2010 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 member 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 have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act 1981 and are 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; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We 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.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act 1981. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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 fairly, in all material respects the financial position Postgraduate Medical Council of Victoria Inc. as of 30 June 2010 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 Act 1981.



DANBY BLAND PROVAN & CO  
Chartered Accountants  
123 Camberwell Rd, HAWTHORN EAST VIC 3123



R A LANE  
Partner  
8 September 2010

**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 2010. 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.



DANBY BLAND PROVAN & CO  
Chartered Accountants



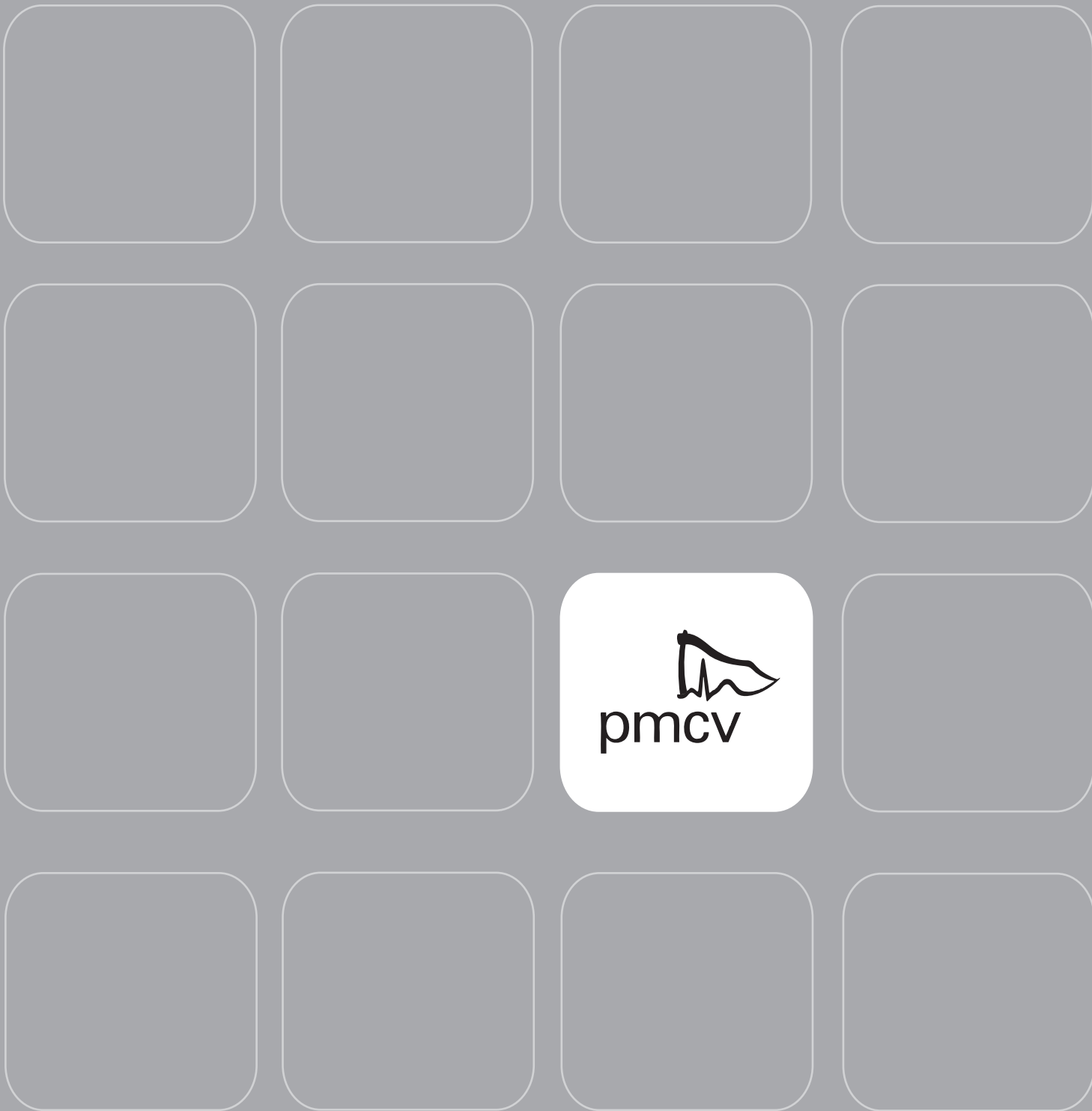
R A LANE  
Partner

8 September 2010

## REVENUE AND EXPENSE STATEMENT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010

To be read in conjunction with the accompanying disclaimer

	\$	2010	\$	2009
<b>Revenue</b>				
Grant Income		1,164,206		1,092,105
Accreditation Income		68,182		68,182
Interest Income		40,547		62,903
Other Income		34,491		8,312
<b>Total Revenue</b>		<b>1,307,426</b>		<b>1,231,502</b>
<b>Expenses</b>				
Audit Fees		3,100		2,850
Accounting Fees		20,920		18,403
Advertising Expense		11,451		10,643
Bank Charges		1,744		1,437
Careers & GNP Expo		430		-
Catering Expense		53,127		28,073
Chair Session Fees		15,390		14,000
Computer Maintenance and Support		14,805		12,308
Consultancy Fees		73,440		83,817
Contractor Fees		104,376		44,547
Depreciation Expense		13,383		13,185
Fees – CPMEC		5,000		-
Insurance Expense		7,754		9,808
Interest Paid		-		161
Internet & Website Costs		7,264		3,609
Legal costs		4,132		1,016
Materials Development		26,190		11,638
Payroll Tax		2,007		2,359
Petty Cash Expenditure		350		730
Photocopy Expenses		8,154		6,342
Postage and Courier Expense		5,407		4,143
Printing and Publications		35,571		24,540
Provision for Annual & Conference Leave		(5,152)		14,489
Provision for Long Service Leave		12,841		3,123
Participant/Examiner fee		32,907		24,762
Rent Expense		30,949		25,528
Repairs & Maintenance		228		1,877
Salaries and Wages		522,410		508,333
Staff Development		21,227		25,878
Stationery and Supplies		3,486		4,741
Sundry Expense		2,356		331
Subscriptions		8,846		6,681
Superannuation Contributions		90,019		89,322
Telephone Expense		23,559		15,930
Video & DVD Production		11,530		9,945
Travelling Expenses		46,966		82,267
Workcover Expense		6,468		5,271
<b>Total Expenses</b>		<b>1,222,635</b>		<b>1,112,087</b>
<b>Operating Surplus</b>		<b>84,791</b>		<b>119,415</b>



**POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.**  
ABN 11 296 600 377

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