

Mapping

What is mapping?

- The identification of the ACF capabilities which can be taught/learnt at the Facility/Facilities on various rotations.

How do you map?

- Ensure the appropriate infrastructure support (personnel, space, and Information and communication technology, and equipment) required to provide learning opportunities is in place to meet ACF-recommended capabilities.
- Consultation/questionnaire feedback from educationalists/clinical supervisors/JMOs regarding satisfaction with existing or new terms and the impact, if any, of allocated rotations/rostering/hours/relief terms.

What can you map?

- Formal education programs, term education opportunities, clinical experiences and non-clinical experiences.
- Resources available and resources needed for delivery of formal education programs, term education, clinical and non-clinical experience relevant to the ACF at the Facility/Facilities.

What can you do with the information?

- Identification of individual's learning needs/ gaps in experience gained compared with ACF capabilities and methods to address gaps.
- Provide resources/Information and communication technology packages to meet individual JMO needs.
- Allocate JMOs to combinations of rotations across the Facility/Facilities and its secondments that take into account the experience required for a JMO to achieve the ACF-recommended capabilities as well as career goals.

Resources

What is required in terms of resources?

- Ensure adequate IT infrastructure is in place to meet delivery of ACF recommendations across the Facility/Facilities (e.g. via tele-link if appropriate).
- Ensure adequate administrative support is provided to educationalists (e.g. MEOs and DCTs) during the initial stages of implementation of the ACF.
- Ensure adequate space/personnel are available to conduct procedural skills training in skills centres within one or more facilities across a jurisdiction/network.

NATIONAL WORKPLACE IMPLEMENTATION GUIDELINES FOR THE AUSTRALIAN CURRICULUM FRAMEWORK FOR JUNIOR DOCTORS

ADMINISTRATORS VERSION

INTRODUCTION

Junior doctors in their first and second years of training (PGY1 and PGY2) provide a valuable service to the community in their role as service providers in healthcare. In addition they seek training, both to fulfill their healthcare roles and to become accredited with medical colleges as medical specialists and GPs of the future. The provision of service and the undertaking of clinical training are therefore interwoven.

The Australian Curriculum Framework (ACF) was developed through an MTRP-funded project in 2006. It was launched at the prevocational forum in Adelaide 2006, and since then has been implemented to varying degrees throughout Australia. The ACF has been developed to identify essential knowledge, skills and behaviours at this early level of post graduate training and to assist the junior doctors, their medical educators/supervisors and the institutions responsible for their education and training.

PURPOSE OF THE NATIONAL IMPLEMENTATION GUIDELINES

The purpose of the National Implementation Guidelines is to raise awareness of the ACF, promote its value to stakeholders and to provide background guidelines and practical examples as to how the ACF may be implemented in your institution. The guidelines have been developed to assist junior doctors, supervisors and institutions in the implementation of the ACF. The document includes a general description of activities along with suggested examples for individual audiences. These have been identified as:

1. Junior Medical Officers (e.g. PGY1/PGY2/IMG)
2. Medical Educators (e.g. MEO/DCT/Deans of Medical Schools/Colleges)
3. Supervisors (e.g. Registrars and Senior Medical Staff)
4. Administrators (e.g. Managers/Chief Medical Officers/ Medical Directors/CEOs/Departments of Health)

The ACF will have different applications for the various audiences using the document. The four audiences can and should play a role in actively raising awareness of the ACF both within their own organisations and at a state and national level.

The activities suggested in the following table are examples of ways in which **Administrators** could promote the ACF at their institution.

Purpose

What is the purpose of the ACF?

- Provides Administrators with guidelines for JMO education that underpin quality patient care.

How can you raise awareness of the ACF?

- Provide Medical Educators (e.g. MEO and DCT) with opportunities to discuss the ACF with clinicians and promote its adoption throughout the organisation.
- Ensure that all Clinical Supervisors have attended briefing sessions with educationalists regarding implementation of the ACF.

How do you integrate Service and Training?

- Facilitate a mix of term experiences for JMOs across the Facility/Facilities that balance service provision with training.
- Explore opportunities for establishment of new terms that could accommodate JMO training to address unmet health care needs across the Facility/Facilities. This could include review of casemix data and discussions with heads of departments re capacity building.
- Continuously review JMO rostering/overtime hours and adequacy of senior staffing levels within units to ensure an appropriate balance is met between service and training for JMOs on their respective rotations.
- Relate JMO learning opportunities to fulfilment of requirements for accreditation of hospitals by Postgraduate medical councils.
- Acknowledge commitment to JMO education by ensuring that this is a clear component of Clinical Supervisors job descriptions and discussion of which is included in their annual appraisals.
- Facilitate provision of protected teaching time by reviewing data provided by the MEO and DCT in regards to JMO attendance at education sessions.
- Ensure that time devoted by Clinical Supervisors to delivery of ACF teaching is appropriately recognised.

Use in Terms

What is the appropriate focus for specific Terms?

- Review the clinical focus of specific JMO rotations across the Facility/Facilities against the ACF topic areas to determine their suitability for JMO training.

How can you incorporate the ACF into Term Descriptions?

- Review staffing within Units/Hospitals and enhance staffing levels as necessary to ensure JMO supervision is adequate and that learning opportunities described in the Term Descriptions can be met.
- Ensure that Term Supervisors review the learning opportunities provided by their specific term and map to the ACF capabilities.

Use in Teaching & Learning

How can the ACF be used to promote the principles of Teaching and Learning?

- Provide administrative support to coordinate regular Teaching On The Run programs and other courses that teach principles of teaching and learning.
- Support JMO participation in these learning activities when JMOs act as module Facilitators (e.g. by release during paid time).

How can the ACF be used to facilitate Self Directed Learning?

- Ensure that JMOs' have access to learning materials including online resources (e.g. at clinical work stations, libraries etc).

How can the ACF be used to facilitate Electronic Learning?

- Ensure access to electronic learning resources for JMOs across all settings and facilities.

How can the ACF be used to facilitate Formal Learning Opportunities?

- Facilitate formal learning by ensuring the appropriate Information and communication technology infrastructure is available at the Facility/Facilities.
- Support formal learning by promoting protected teaching time (for both JMOs and supervisors).

How can the ACF be used to facilitate skill acquisition?

- Support development of skills laboratories to help JMOs meet requirements as prescribed by the ACF.
- Ensure that clinical skills training resources available at the Facility/Facilities are reviewed, to ensure that they are adequate to address clinical skill training requirements.

Assessment

How can the ACF be implemented in regards to Assessment?

- Ensure the consistent implementation of Mid and End of Term Appraisal and Assessment processes across the Facility/Facilities for all JMOs.
- Ensure that there are processes in place to identify and remediate JMOs with performance issues.