

# Guide to Developing a Term Description



## Scope

This guideline has been developed to assist facilities complete a term description document, supported by an Australian Curriculum Framework (ACF) Checklist.

The guideline applies to all accredited terms where trainee medical officers (TMOs) are employed.

## Context

The purpose of the term description is to provide information to TMOs regarding what they can expect to experience during the term, as well as operational information about how to perform duties and important contact details. Term descriptions are also used to provide information to relevant groups about the term, for example SA MET for accreditation.

## Guideline Detail

### Developing a term description

The term description document contains key areas that should be adequately addressed, providing accurate and concise information regarding the term. The development of the term description document is primarily the role of the term supervisor; however Medical Education Unit staff often provide considerable support in the development process. It is important that when incorporating information from other sources the text is carefully edited to ensure relevance.

The new term description template now provides information that will assist in addressing the required criteria.

If you have any queries or require assistance please contact SA MET on 8226 7231 or email [SAIMETAccreditation@health.sa.gov.au](mailto:SAIMETAccreditation@health.sa.gov.au).

### Making a term description concise and easy to read

When writing a term description, a mix of paragraphs and dot points can be used to ensure information is presented concisely and in an easy to read manner. The use of dot points is considered most appropriate when addressing criteria regarding the clinical duties and training and education opportunities for the TMO on the term.

Please see an example below:

***While working on the \*\*\*\*\* Unit, the intern will be working under the supervision and direction of the Registrar or Consultant. The demonstration of clinical initiative in undertaking ward duties is encouraged; however advice or direction should be sought from senior colleagues if unfamiliar with the routine management of any clinical problem or situation. In general terms the intern is responsible for the following ward duties:***

- ***day-to-day care of patients allocated to the intern***
- ***initial admission including comprehensive history and examination***
- ***ordering and follow-up of baseline investigations***
- ***formulation of a problem list and management plan***
- ***initiation of therapeutic plan***
- ***ordering of specific investigations/interventions and institution of management plans determined on Consultant and/or registrar ward rounds, and subsequent follow-up of results.***

## Updating of term descriptions regularly

Facilities should have a procedure in place to ensure term descriptions are reviewed regularly in line with the Accreditation Standards criterion 2.2.3 *“Regular monitoring of Term descriptions to ensure they support requirements of the ACF and College Curricula”*

Regular monitoring and review of term descriptions not only ensures the requirements of the ACF and college curricula are met but also ensures all relevant details and information for the term are current at accreditation visits.

## Related Documents

SA MET has a number of guidelines that can assist facilities in the development of term descriptions. Please find the relevant SA MET guidelines listed below which can be downloaded from the SA MET website [www.saimet.org.au](http://www.saimet.org.au).

- > Supervision
- > Assessment
- > Education and Training Program & attendance and release from duties guideline

## The Australian Curriculum Framework for Junior Doctors (ACF)

Facilities should ensure an ACF Checklist is completed for each term and accompanies the term description. The purpose of the ACF Checklist is to reflect the learning outcomes that the TMO should achieve throughout the term. The term description should explain how the outcomes ticked on the ACF Checklist will be achieved.

## Key Concepts, Terms and Definitions

**Facility** – the institution or clinical setting which postgraduate Trainees work and train. These organisations will usually be in hospitals but may be health care centres or supervised practice locations in community settings which have met SA IMET accreditation requirements for postgraduate trainee education.

**Trainee Medical Offer (TMO)** – medical practitioner in their early postgraduate years of clinical practice (PGY 1/2/3/4+) who have not yet entered a vocational training program.

**Supervisor** – a medical practitioner who is responsible for ensuring the clinical supervision of TMOs. A supervisor must be a medical practitioner with unrestricted general registration with the Medical Board of Australia and have at least three years postgraduate clinical experience more than that of the supervised trainee.

**Term Supervisor** – a medical practitioner designated to be responsible for the coordination of clinical training of TMOs attached to their unit.

**Term** – the specific clinical team, service or unit attachment in which TMOs work and in which clinical training takes place. Each of these represents a term for training purposes and each must be accredited in order to receive TMOs.

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## For more information

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| <b>Document Version:</b> | 1.1   |
| <b>Author Position:</b>  | Project Officer – Accreditation, SA MET Unit        |
| <b>Approved by:</b>      | Senior Project Officer – Accreditation, SA MET Unit |
| <b>Approved Date:</b>    | 03/07/2013  |