

# Update a Term Description with Ten Questions

As a term supervisor, you are responsible for reviewing your term description regularly.

The term description:

- Assists term supervisors in orienting new prevocational Trainee Medical Officers (TMOs) to the unit
- Guides TMO expectations of the term
- Provides operational information to TMOs about how to perform duties
- Allows for review of the TMO training experience offered through the term

**1** Are the names of the unit team up to date?

Including position names for rotating staff.

**2** Is the orientation to the unit described accurately?

Detailing: orientation time, duration, staff responsible and process for developing learning plans.

**3** Are clinical duties listed in detail?

Including: daily tasks, admission protocols, ordering investigations and consent for procedures.

**4** Is it clear the person responsible for supervision at all times?

Include contact details. Specify responsibility for assessment.

**5** Is it clear whether / how the PGY2+ role is different from the interns'?

Describe any additional / different responsibilities.

**6** Are learning objectives clearly outlined?

Including knowledge and competencies to be acquired during the term.

**7** Have you mentioned all formal education opportunities?

... that interns / PGY2+s will have time to attend.

**8** Does the timetable describe the typical week of the TMO?

Including: unit / team activities, clinics, meetings, theatre sessions and after hours.

**9** Are the learning objectives reflected correctly in the ACF checklist?

**10** Have you asked for input from other unit staff?

Particularly in sections of patient load, overtime.