

# GUIDE TO DEVELOPING A TERM DESCRIPTION

## Purpose

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.

## Overview

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 the SA MET Unit for accreditation.

## Process

### 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 provides 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 Term Description template provides information that will assist in addressing the required criteria.

If you have any queries or require assistance please contact the SA MET Unit on 08 8226 7231 or email [SAMETAccreditation@sa.gov.au](mailto:SAMETAccreditation@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:*

- 1. day-to-day care of patients allocated to the intern*
- 2. initial admission including comprehensive history and examination*
- 3. ordering and follow-up of baseline investigations*
- 4. formulation of a problem list and management plan*
- 5. initiation of therapeutic plan*
- 6. 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 criteria 3.2.7 *“All terms have an approved term description that has been developed by the term supervisor with input from TMOs who have undertaken the term. Term descriptions are monitored and updated regularly to ensure they reflect the current practice and experience available on each term.”*

Regular monitoring and review of Term Descriptions not only ensures the requirements of the Accreditation Standards are met but also ensures all relevant details and information for the term is current.

## **Related Documents**

The SA MET Unit 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.samet.org.au](http://www.samet.org.au).

- > Trainee Medical Officer Supervision Guideline
- > Trainee Medical Officer Assessment Guideline
- > Education and Training Program & Trainee Program Attendance and Release from duties Guideline
- > Term Description Template & ACF checklist

### **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.

## **Glossary**

**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 accreditation requirements for TMO education and training.

**PGY+ level** – the number of years since graduation of a trainee medical officer, e.g. PGY2 or PGY3.

**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.

**Accreditation** – a quality assurance process that establishes and monitors the education and training provided for TMOs within LHNs to ensure high standards of clinical training for TMOs. Accreditation may be granted to a LHN or a new unit for six months, 12 months, two years or four years.

**Accreditation Standards** – all accreditation activities are assessed against the SA MET Accreditation Standards. The SA MET Health Advisory Council accreditation standards have been developed through an extensive consultation process with stakeholders and endorsed by the Minister for Health and Wellbeing in South Australia and the South Australian Board of the Medical Board of Australia.

**Local Health Network** – a group of health facilities linked by function or geographic location.

**South Australian Medical Education and Training (SA MET) Accreditation Committee** – a Committee of SA MET Health Advisory Council that is responsible for an efficient and effective accreditation process taking into account jurisdictional requirements, national program developments, and the needs of TMOs.

**South Australian Medical Education and Training (SA MET) Unit:** Supports the functions of the SA MET Health Advisory Council and various committees and subcommittees. The unit is committed to supporting the education and training of TMOs in South Australia.

## Monitoring

The SA MET Unit will periodically review the effectiveness of this guideline.

### For more information:

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## Document History

<b>Date effective</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Version</b>	<b>Change Reference</b>
3 July 2013	Project Officer – Accreditation, SA MET Unit	Senior Project Officer – Accreditation, SA MET Unit	V1.1	Original version.
October 2018	Project Officer Education & Accreditation	Manager Education & Accreditation	V1.2	Minor updates.
January 2019	Project Officer Education & Accreditation	Manager Education & Accreditation	V1.3	Reviewed. Minor updates.