

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 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 who is 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 actually have time to attend.

8

Does the timetable describe the typical week of the Junior doctor?

Including: Unit/team activities, clinics, meetings, theatre sessions, 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.