

## South Australian JMO Forum Terms of Reference

### **PURPOSE**

The South Australian Junior Medical Officer (JMO) Forum was established in September 2002 as a group of Junior Medical Officer representatives from the six teaching hospitals in Adelaide, following a recommendation from the Council for Early Postgraduate Training in South Australia, CEPTSA (now SA Medical Education and Training). The purpose of the Forum is to provide an opportunity for JMOs across the state to meet, identify and action issues facing them as a group.

### **REPRESENTATION**

The Forum provides representation for JMOs, including interns, RMOs (PGY2+) and medical students. The majority of the JMOs are prevocational but may also include JMOs who have previously been on the Forum and are now in their first year of a training program.

Please note:

- where “JMO” is used in this document, it also refers to medical students; and
- where PGY2+ is used in this document, it refers to RMO positions postgraduate year 2 and above.

### **REPORTING**

The JMO Forum through its Chair and Deputy Chair will report to the Australian Junior Medical Officer Committee (AJMOC) at its meetings. The JMO Forum may also on occasion report to the SA MET Health Advisory Council and the SA MET Doctors-In-Training Committee (DiTC).

### **FUNCTIONS**

The functions of the JMO Forum are:

#### **Representation:**

1. To receive feedback about relevant training issues from JMOs including:
  - a) Prevocational education and training;
  - b) Industrial issues including workplace flexibility;
  - c) JMO welfare, health and wellbeing;
2. To provide a forum for JMOs from SA hospitals to meet to discuss common issues;
3. To advocate for the interests of JMOs in relation to education, training and welfare.

#### **Advisory and consultation:**

1. To provide stakeholder feedback as an independent reference group on behalf of JMOs, particularly to SA MET;
2. To provide input on position statements, policies, guidelines and activities related to the education, training, health and welfare of JMOs;
3. To liaise and consult with external and affiliated organisations such as the SA MET Unit and Council, the AJMOC, the SA MET DiTC, the SA Salaried Medical Officer Association (SASMOA) and the Australian Medical Association (AMA) on issues related to medical education, training, health and welfare.

#### **Operational:**

1. To participate as a stakeholder and South Australian representative on the AJMOC through its Chair, and to feedback national issues to the SA JMO Forum;

3. To participate in the annual Australian and New Zealand Prevocational Medical Education Forum, including encouraging the attendance of South Australian JMOs where possible.

## **MEMBERSHIP**

The membership of the JMO Forum will be as follows:

- Hospital/Network representatives
  - Northern Adelaide Local Health Network
    - Up to 4 interns and 2-3 PGY2+ Representatives
  - Central Adelaide Local Health Network
    - Up to 4-5 interns and 2-3 PGY2+ Representatives
  - Southern Adelaide Local Health Network
    - Up to 4 interns and 2-3 PGY2+ Representatives
  - Regional Local Health Networks
    - Up to 1-2 interns or PGY2+ Representatives
- Training representatives
  - Adelaide Metro Mental Health Directorate
    - 2 PGY2+ Representatives
  - Women's and Children's Health Network
    - 1 PGY2+ Obstetrics Representative
    - 1 PGY2+ Paediatrics Representative
    - 1 PGY2+ Representative
- Student representatives
  - Adelaide Medical Students' Society
    - 1 Student Representative
  - Flinders Medical Students' Society
    - 1 Student Representative
- Indigenous JMO representative
- Chairpersons
  - Chair (preferably PGY2+) elected by JMO Forum from the above representatives
  - Deputy Chair (preferably PGY1) elected by JMO Forum from the above representatives. Will continue as Chair in the following year.
  - Immediate past Chair will continue on the Forum as an ex-officio Representative
- Co-opted members as determined by the JMO Forum
- Clinical Advisors
  - 2-3 senior doctors, PGY4+ and above, who will oversee discussion and provide advice on issues raised
- Representatives will be appointed as follows:

<p><b>Chair (PGY2):</b></p>	<p>How Appointed: Elected as an Intern Deputy Chair by JMO Forum members the previous year, continues on in PGY2 as Chair</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• To Chair the JMO Forum during PGY2</li> <li>• Automatically nominated as the SA representative to the AJMOC.</li> <li>• The Chair will sit as a representative on the SA MET DiTC for the duration of their term as Chair.</li> </ul> <p>If an elected intern Deputy Chair is unable to continue on in PGY2 as Chair, the JMO Forum will elect another PGY2 Chair by private ballot, preferably from a member who has previously served on the JMO Forum.</p>
<p><b>Deputy Chair:</b></p>	<p>How Appointed: Initially elected as a hospital/network representative, then elected as Deputy Chair by JMO Forum.</p> <p>The Deputy Chair will be elected by private ballot from all JMO Forum Representatives following the first JMO Forum meeting of the year and will succeed as Chair of the JMO Forum at the first meeting in the following calendar year.</p> <p>If the Deputy Chair is unable to continue in the position, a letter of resignation must be forwarded to SA MET. Another member of the JMO forum will be elected as Deputy Chair at the first meeting following receipt of the resignation letter.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Support and assist the Chair, deputising in their absence including; the SA MET DiTC and AJMOC for the duration of their term as Deputy Chair.</li> </ul>
<p><b>Immediate Past Chair</b></p>	<p>How Appointed: Ex-officio position. The Immediate Past Chair will continue as a member of the Forum for 12 months to ensure continuity of work and maintenance of corporate knowledge. They can continue as a representative member as per the protocol below.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide guidance and expertise to the JMO Forum and the commencing Chair/Deputy Chair</li> </ul>
<p><b>Representative members</b></p>	<p>How Appointed:</p> <ul style="list-style-type: none"> <li>• Intern representatives are either elected by JMO's at their respective hospitals/networks prior to the first JMO Forum meeting in each calendar year or interns nominate through the expression of interest process.</li> <li>• PGY2+ representatives and clinical advisors will be invited to express interest and asked to provide a nomination statement. Expressions of interest will be considered by the Chair/Deputy-Chair who will then appoint representatives.</li> </ul> <p>Elections/Appointments of representatives will be facilitated by each hospital/network Trainee Medical Officer Unit (TMO Unit) at the commencement of each calendar year as follows:</p> <ul style="list-style-type: none"> <li>○ Northern Adelaide Local Health Network</li> </ul>

	<ul style="list-style-type: none"> <li>○ 4 Intern Representatives</li> <li>○ 2-3 PGY2+ Representatives</li> <li>○ Central Adelaide Local Health Network             <ul style="list-style-type: none"> <li>○ 4-5 Intern Representatives</li> <li>○ 2-3 PGY2+ Representatives</li> </ul> </li> <li>○ Southern Adelaide Local Health Network             <ul style="list-style-type: none"> <li>○ 4 Intern Representatives</li> <li>○ 2-3 PGY2+ Representatives</li> </ul> </li> <li>○ Regional Local Health Networks             <ul style="list-style-type: none"> <li>○ 1-2 Interns or PGY2+ Representatives</li> </ul> </li> <li>○ Adelaide Metro Mental Health Directorate             <ul style="list-style-type: none"> <li>○ 2 PGY2+ Representatives</li> </ul> </li> <li>○ Women’s and Children’s Health Network             <ul style="list-style-type: none"> <li>○ 1 PGY2+ Obstetrics Representative</li> <li>○ 1 PGY2+ Paediatrics Representative</li> <li>○ 1 PGY2+ Representative</li> </ul> </li> </ul> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>● Attend <b>every</b> JMO Forum meeting</li> <li>● Participate in email discussion, consultation, and papers related to JMO education, training and welfare in between meetings</li> <li>● Where possible, attend the national Prevocational Medical Education Conference as an SA JMO Forum representative (support may be provided to facilitate attendance)</li> </ul> <p>Opportunities:</p> <ul style="list-style-type: none"> <li>● Nominate, lead and work on projects to improve JMO education, training and welfare</li> <li>● Where work has been completed, publish and present papers on behalf of the JMO Forum in publications and/or at medical education conferences</li> <li>● Attend the national Prevocational Medical Education Conference (financial support may be provided by SA MET, SA Health or hospital/networks)</li> <li>● Receipt of a letter of recognition at the conclusion of term acknowledging contributions made to the JMO Forum</li> <li>● To sit as a JMO Forum representative on formal SA MET Subcommittees (Education Committee, Accreditation Committee)</li> <li>○ To join SA MET Accreditation Teams as a JMO member</li> </ul>
<p><b>Student Representative Members</b></p>	<p>How Appointed: Medical Student members (preferably in their final year of studies) will be appointed/nominated by their respective organisation (student representative societies):</p> <ul style="list-style-type: none"> <li>● Adelaide Medical Students’ Society: 1 Student Representative</li> <li>● Flinders Medical Students’ Society: 1 Student Representative</li> </ul> <p>Responsibilities and Opportunities:</p> <ul style="list-style-type: none"> <li>● As for JMO Representative members (above)</li> <li>● Provide input regarding education and training issues affecting medical students</li> </ul>

<b>Membership term</b>	JMO and Student Representative positions will be for a period of 1 year. Members will reapply if they wish to continue on the JMO Forum.
<b>Membership vacancies</b>	A membership vacancy may occur when: <ul style="list-style-type: none"><li>• A member's term of office expires</li><li>• A member resigns by notice in writing to the Chair of the JMO Forum</li><li>• A member is no longer employed by the institution at which they were elected</li><li>• A member is absent for two consecutive meetings of the Committee without informing the Chair and Deputy Chair.</li></ul>

**MEETING ARRANGEMENTS**

<b>Meeting Venue</b>	Meetings are likely to be held via Microsoft Teams
<b>Meeting agenda</b>	Meeting agenda will generally be set by the Chair/Deputy Chair. Any suggestions from representatives for agenda items should be sent to the Chair/Deputy Chair for consideration.
<b>Meeting Quorum</b>	The quorum is to constitute 50% of representatives in attendance, plus one (+ 1).
<b>Voting</b>	<p>As necessary.</p> <p>Where a proxy attends the meeting on behalf of a member, the proxy will be entitled to the same voting rights as the member.</p> <p>Where the Chair resolves to hold a vote, the Chair is to vote only when a casting vote is required.</p> <p>The Chair will declare to the forum that the vote is tied and that they will exercise a casting vote.</p>
<b>Attendance, participation and Accountability</b>	<p>Five meetings, of 1.5hr duration, will be held per annum.</p> <p>It is the professional expectation that all representatives will attend all meetings where possible, and participate in out-of-meeting business via email, meetings, or telephone as required. A member's position on the committee will be considered vacant if they are absent for two consecutive meetings of the Committee without informing the Chair and Deputy Chair.</p> <p>Attendance records for each member will be kept and circulated to members of the JMO Forum following each meeting. As members are supported by their hospital/network to attend meetings on behalf of their peers, these records will also be provided to each hospital TMO Unit to promote accountability and transparency.</p>
<b>Proxy</b>	Where a Representative is unable to attend a meeting, the Representative must make due efforts to ensure that at least one Representative from their Hospital is able to attend.
<b>Reporting:</b>	Reports from JMO Forum meetings may be provided to other organisations advocating on JMO issues, such as SA MET, SA Health, AJMOC, SASMOA, and RMO Associations.
<b>Agenda, minutes and papers:</b>	Agenda and papers to be distributed to members one week before each meeting. It is expected that members will read papers prior to the meeting.

<b>Distribution of minutes:</b>	Minutes and Action Items will be finalised and distributed one week after each meeting action items will be distributed via email to all members. Those responsible for actions will be recorded and will be expected to undertake the agreed actions.
<b>Record keeping</b>	Minutes will be taken and SA MET will hold a complete set of all documentation for 5 years.
<b>Frequency of evaluation: Committee and terms of reference:</b>	These Terms of Reference will be reviewed annually or as required. Created: December 2013, Minh Nguyen Last evaluation: March 2023 Date next evaluation: March 2024 Performed by: Chair/Deputy Chair of JMO Forum

### Responsibilities of members for communication

- **Reporting back to Hospitals/Networks** – members should be aware that their role also includes a responsibility to report back to their hospital JMO groups about issues discussed within the JMO Forum. For this purpose, all contents, papers, discussions, minutes and reports will be deemed non-confidential and for circulation by Representatives unless otherwise specified by the Chair/Deputy Chair.
- **Conflict of Interest** – members must identify any real or perceived conflicts of interest and to withdraw from any discussion or decisions concerning such a matter. It is at the Chair's discretion whether a member with a conflict of interest remains in the meeting or not during discussion but the member must withdraw from any decision making vote.
- **Confidentiality** – proceedings of the committee are not confidential and members can disclose discussions or decisions, unless there is explicit agreement during a meeting that a discussion or decision is confidential and is noted in the minutes, that this is not appropriate.

### **ROLE OF SA MEDICAL EDUCATION AND TRAINING (SA MET)**

The JMO Forum has been set up as an independent forum for junior doctors from each hospital to meet, discuss and identify issues facing them as a group. It is supported in this by South Australian Medical Education and Training (SA MET), and individual hospitals and Local Health Networks. SA MET will provide secretariat support to the JMO Forum, ensuring preparation of papers for each meeting, correspondence with JMO Forum members as required, and documentation of minutes. SA MET may also from time to time provide other support for the activities of the JMO Forum such as in an advisory or facilitating role.

### **JMO FORUM AND THE SA MET DOCTORS-IN-TRAINING COMMITTEE**

The JMO Forum is a representative committee of JMO members from each hospital. Its core function is to provide hospital-based representation and facilitate discussion of common issues affecting prevocational JMOs at a grassroots level.

The SA MET DiTC is a formal subcommittee of the SA MET Advisory Council whose objective is to conduct work supporting the SA MET Health Advisory Council around issues relevant to prevocational and vocational medical training and education.

It is expected that the JMO Forum and the SA MET Doctors-in-Training Committee will on occasion have overlapping functions, but largely operate in a cooperative and complementary fashion.