

Trainee Medical Officer Training Agreement Guideline



Scope

This document provides a template for facilities to use when developing an agreement with external training sites for trainee medical officers. This document is for guidance only.

Context

Trainee medical officers (TMOs) may undertake training in a variety of healthcare settings, including hospitals, general practice and community based medical services, rotating from their primary site of employment to a secondary site.

Purpose

An agreement between primary and secondary health sites ensures the responsibility of each site to support TMO training and education is met. It should identify the parties involved, the objectives and management arrangements, and communication and information sharing pathways.

The following provides a basis for developing an agreement between a primary health site and a secondary health site. The content is not rigid; it is a guide to assist both sites to manage a training partnership for TMOs.

Detail

Statement of purpose

- > The reason for the agreement, for example to ensure an appropriate education and training environment is provided to the TMO
- > Identification of each of the parties to the agreement with a brief description of each

Roles and Responsibilities

- > Suggested responsibilities that could be assigned to each party in the agreement are listed below:

Responsibility of Primary Health Site

- > Ensure the name and details of the principal contact person for this agreement are known to the secondary site.
- > Retain employment of the TMO
- > Provide an initial orientation at the beginning of the year that includes information on access to education sessions at the primary health site from a secondary site.
- > Provide a TMO in accordance with the standard term rotation time and commit to maintaining the TMO position throughout the year and not withdraw the position from service
- > Monitor annual leave and advise the secondary site if there is to be a disruption to the rotation.
- > Deliver and manage the assessment process in partnership with the secondary site

- > Use established evaluation processes to improve the TMO training program and communicate outcomes with the secondary site
- > Ensure the TMO is aware of communication pathways while at the secondary site
- > Establish a process for supporting TMO welfare and managing performance issues
- > Ensure the post that the TMO will rotate to is accredited
- > Advise the secondary site if there is any impediment to the TMO commencing a new term as rostered.
- > Communicate regularly with the secondary site.

Responsibility of Secondary Health Site

- > Ensure the name and details of the principal contact person for this agreement are known to the primary site.
- > Provide resources to support and maintain the position to ensure provision of high quality education and training
- > Provide an orientation to the health site and rotation
- > Provide a current term description to TMOs that is reviewed regularly.
- > Ensure TMOs are released from duty to attend education sessions at the primary health site
- > Ensure TMOs are aware of support and advocacy structures and communication pathways for concerns
- > Provide supervision by qualified medical staff with the appropriate skills and knowledge to oversee TMO training and education
- > Provide support to term supervisors and ensure they are aware of their responsibility to the TMO
- > Deliver and manage the assessment process in partnership with the secondary site
- > Evaluate and review each TMO rotation to ensure standards are maintained and communicate outcomes with the primary site
- > Advise primary site of the accreditation status of intern and PGY2+ posts at their site and any survey recommendations relevant to planning for recruitment and TMO allocation
- > Communicate regularly with the primary site

Communication and Information Sharing

- > Outline how information related to the TMO is to be managed including confidentiality considerations.

Review and Evaluation

- > The effectiveness of the training partnership should be reviewed to determine whether objectives have been met.
- > Provide information on what feedback will be collected and who will contribute.

Term of the Agreement

- > Include the duration or proposed life of the agreement and processes for renewal or extension.

Definitions

- > If there are specific terms that need to be made clear they should be included here, for example terminology may vary from site to site and require clarity to avoid confusion.

Related Documents

- > SA IMET Accreditation Standards