



# **General Training Committee Terms of Reference**

### **M2M General Training Committees - Terms of Reference**

1. To determine the specific training and education needs of interns appointed under this program.
2. To develop, implement, monitor and evaluate the General Clinical Training Program.
3. To ensure that intern education is of the standard required by the Postgraduate Medical Council of Victoria.
4. To advise on educational and curriculum framework needed to support the education program.
5. To regularly review and evaluate the training, education, experience and working conditions of each intern.
6. To provide regular reports on its own activities to the management of the Health Service.
7. To prepare for accreditation and maintain accreditation status.
8. To provide appropriate information on interns matters, as required by Postgraduate Medical Council of Victoria.
9. To ensure an appropriate mechanism is in place to review and evaluate the role and function of the Director Clinical Training/Program Supervisor.
10. Provide interns with terms of appropriate length, quality and content, proper levels of supervision and a comprehensive education program, including a process for ensuring the attainment of necessary clinical skills.
11. The General Training Committee shall at the end of each intern year evaluate the success or otherwise of aspects of the intern program including the orientation program; the education program; the quality of the experience gained in each term; the teaching, supervision and assessment offered to Junior Medical Officers in each term; the allocation of terms; the recruitment and selection of Junior Medical Officers; the role, function and performance of the Program Supervisor and Supervising VMOs, and the overall conditions at the hospital which impact upon interns. The evaluation will incorporate:
  - review of intern logbooks and matching experience with the *Australian curriculum framework for junior doctors* and PMCV accreditation requirements;
  - assessment of career intention of interns at the end of the program;
  - qualitative surveys of interns, supervisors and health service managers;
  - analysis of actual costs.

The General Training Committees will include representatives of Medical Administration, the Supervising VMOs and the Director Clinical Training/Program Supervisor. It may include representatives from associated universities and other bodies where appropriate. The wide membership and effective functioning of the General Training Committee will ensure that all relevant departments of the hospital develop a sense of responsibility for the education, training and development of their interns.

**Table 1: General Training Committee Structure**

Position	Organisation
Director Clinical Training/ Program Supervisor	This position is independent of participating general practices.
Chief Executive Officer	Cobram District Health
Chief Executive Officer	Yarrawonga District Health Service
Chief Executive Officer	Numurkah District Health Service
Chief Executive Officer	Alpine Health
Directors of Medical Services	Conjoint appointment to Cobram District Health, Numurkah District Health Service, Yarrawonga District Health Service Alpine Health
Chief Executive Officer or delegate	Bogong Regional Training Network
Supervising VMOs	To be appointed to cover the various Terms
Practice Managers (5)	Cobram Medical Clinic, Medical Centre of Numurkah, Yarrawonga Denis Medical Group, Yarrawonga Medical Clinic, Mount Beauty Medical Centre