



## Tips for MEOs and DCTs to assist in implementing the new National Assessment processes in their facility

This document has been developed with the support of CPMEC and primarily authored by Debbie Paltridge, Alison Jones and Carmen Crawford. We would like to acknowledge the reviewers of the material for their valued contribution's .

### Introduction

The following tips have been developed to assist Medical Education Officers (MEOs) and Directors of Clinical Training (DCT's), or their equivalents, to implement the new National Assessment processes in 2014. It is recognised that this is a new process and as such they will be managing change. MEOs and DCTs are important agents in ensuring this change occurs in a way to support both supervisors and interns alike. It is hoped that this document will evolve over time and CPMEC welcomes feedback on additional tips that people have found useful so that they can share this information with everyone.

### Tips

- Recognize that this is a new process and that there may be fears around change:
  - This is an opportunity to review existing intern assessment processes to ensure the best possible process for learning exists
  - This builds on other developments such as the Australian Curriculum Framework for Junior Doctors (ACF) to guide nationally consistent processes
  - This is an opportunity to participate positively in a national initiative being driven by the AMC
  
- Recognise your own role in this change process:
  - Recognise that you will be a key person in ensuring implementation of these processes at your facility
  - Recognise that this will require tenacity and stakeholders will require support
  - Familiarise yourself with the form and processes

- Identify your stakeholders early:
  - Suggested stakeholders include;
    - Supervisors
    - Interns
    - DMS
    - Medical Admin
    - PMCs
  
- Develop a communication plan:
  - Who needs to know?
  - What do they do they need to know?
  - How is the information best delivered ?
    - Suggested strategies include:
      - JMO forum/RMO society meeting
      - Newsletter
      - Website/Intranet
      - Intern Training Committee
      - Face to Face presentations
      - Email
  
- Develop an implementation plan:
  - Do the forms need to be tailored to your facility? e.g. branding, insertion of intern specific information such as term dates
  - Who do you need to educate?
  - Consider the timelines for sign off at the end of internship and how you will facilitate this process
  - Determine the Assessment Review Group membership, terms of reference and processes/policies
  - How will you evaluate the effectiveness of your implementation and the outcomes and use this information?
  
- Provide education for the supervisors
  - Use this as an opportunity to reengage your supervisors in the importance of their role in assessment
  - Work with your supervisors to determine the best way to engage and support them in the process
  - This may be undertaken as a workshop or presentation using the CPMEC PowerPoint
  - You may use the PowerPoint to develop a Supervisor handout to send to them
  - You may put information on your website

- Provide education for your interns
  - Work with the junior doctors to determine the best way to engage them in the process
  - This may be a workshop or presentation using the CPMEC PowerPoint at the intern orientation
  - You may put information on your website
  
- Share your experiences of implementation with your colleagues at other facilities
  - It is important that we work collaboratively together to ensure that solutions to implementation are shared and barriers identified.
  - CPMEC can be a portal for sharing this information. Email the ACF National Coordinator at [dpaltridge@cpmec.org.au](mailto:dpaltridge@cpmec.org.au)