

PREVOCATIONAL EDUCATION AND TRAINING OFFSITE TERM COLLABORATIVE AGREEMENT

The Health Education and Training Institute (HETI) is accredited by the Medical Board of Australia as the prevocational training accreditation authority for New South Wales. HETI's prevocational accreditation program implements and monitors standards for the training and welfare of prevocational trainees in their first two postgraduate years (junior medical staff).

The <insert offsite terms provider name> is applying to HETI to become accredited as an offsite term of <insert feeder hospital name> for prevocational education and training.

As an offsite term requires collaboration between the offsite terms provider and the feeder hospital, the accreditation process requires the support of all parties.

1. FEEDER HOSPITAL

The <insert feeder hospital name> supports <insert offsite terms provider name's> application to become a HETI accredited term, to provide prevocational training. <Insert feeder hospital name> will collaborate with <insert offsite terms provider name> to:

- recruit, select and allocate appropriate trainees to work in the term
- perform the administrative functions that facilitate the term
- adhere to the Prevocational Education and Training Accreditation Standards
- provide education, training and support structures that enable clinical training in the term
- provide a Prevocational Education and Training Program
- provide adequate and appropriate supervision
- facilitate orientation
- access the Director of Prevocational Education and Training (DPET)
- access the General Clinical Training Council (GCTC)
- access the Assessment Review Committee (ARC)
- access the Network Committee for Prevocational Training (NCPT)

Signature:

Position:

Date:

2. OFFSITE TERM

The <insert offsite terms provider name> will collaborate with <insert feeder hospital name> to:

- develop the term description and review it regularly
- appoint a suitable term supervisor who will complete all mid and end of term assessments
- participate in the GCTC, NCPT and ARC for the feeder hospital
- deliver clinical experience, training and supervision
- provide trainee support
- strengthen the Prevocational Education and Training Program
- ensure trainees attend education sessions and provide term specific education
- provide adequate and appropriate supervision
- provide adequate, timely and appropriate orientation to the term
- ensure that the trainee is safe to practice in the term
- deliver timely and adequate assessment using the NSW Prevocational Assessment Forms
- support all aspects of trainee welfare

Signature:

Position:

Date:

