

Summary of HETI Standards of Education, Training and Supervision for Prevocational Trainees

Goal 1 The hospital ensures prevocational trainees have the appropriate knowledge, skills and supervision to provide quality patient care	Goal 2 The hospital provides a wide range of educational and training opportunities for prevocational trainees to ensure that they are competent and safe.	Goal 3 The hospital promotes the welfare and interests of prevocational trainees
1.1 Hospital Orientation The hospital provides an effective orientation for prevocational trainees	2.1 Professional Development The hospital supports and promotes a culture of professional development	3.1 prevocational trainee Management The hospital provides effective organisational structures for the management of prevocational trainees
1.1.1 The hospital provides an orientation to all prevocational trainees. (At the start of their PGY1 year and to a hospital)	2.1.1 The hospital assesses the professional development needs of prevocational trainees, taking into account the needs of the hospital	3.1.1 The hospital provides sufficient resources to manage prevocational trainees.
1.1.2 At orientation the hospital ensures that the prevocational trainees have clinical information and skills required to commence work	2.1.2 The hospital identifies and provides the resources to fulfil the professional development needs of prevocational trainees.	3.1.2 The hospital manages Junior Medical Officer grievances effectively
1.1.3 The hospital evaluates orientation to the hospital and utilises the information to improve the quality of hospital orientation	2.1.3 The hospital ensures that all prevocational trainees have access to career guidance and opportunities for professional development	3.1.3 The hospital has an effective process for rostering prevocational trainee staff.
1.2 Term Orientation The hospital provides an effective orientation for prevocational trainees at the commencement of each term	2.2 Training and Service Requirements The hospital ensures that both training and service requirements are addressed in all terms	3.1.4 The hospital is responsible for actively participating in the management of the network.
1.2.1 The hospital provides the prevocational trainee with a written term description at, or immediately before, the commencement of each term.	2.2.1 Time is allocated within the working week exclusively for prevocational trainee education and training. The hospital has systems to ensure that this time is quarantined from service responsibilities.	3.1.5 The hospital evaluates prevocational trainee management to improve quality of prevocational trainee management.
1.2.2 The term supervisor provides an orientation to all junior medical officers at the commencement of each term.	2.2.2 The balance and mix of terms (glossary) allocated to each prevocational trainee provides a two-year program of general training.	3.2 prevocational trainees with Special Needs The hospital identifies and supports prevocational trainees with special needs
1.2.3 At the commencement of each term, the hospital ensures that the prevocational trainee has the appropriate knowledge and skills for safe practice for the term	2.2.3 The hospital monitors and evaluates training and workload in and across all terms	3.2.1 The hospital is effective in the early identification of prevocational trainees with special needs.
1.2.4 The Hospital ensures that prevocational trainee's receive an effective handover at the commencement of each term	2.3 Formal Education Program The hospital provides prevocational trainees with an effective education program	3.2.2 The hospital provides structured support for prevocational trainees with special needs coordinated at term, hospital and network level as appropriate.
1.2.5 The hospital evaluates orientation to each term and utilises the information to improve the quality of orientation.	2.3.1 The hospital provides a formal and structured education program	3.2.3 The hospital and network routinely monitors and evaluates the identification and support for prevocational trainees with special needs and uses the information gained effectively
1.3 Supervision The hospital provides prevocational trainees with adequate and appropriate supervision.	2.3.2 The hospital evaluates the adequacy and effectiveness of the formal education program and utilises the information to improve the program	3.3 Safe Practice The hospital provides an environment that supports the safety of prevocational trainees
1.3.1 The hospital provides adequate numbers of appropriately qualified medical staff to supervise prevocational trainees in all work situations	2.4 Clinicians as Teachers The hospital provides effective clinical teaching and trains and evaluates clinicians in their role as teachers	3.3.1 The hospital provides duty rosters that balance the service needs of the hospital with safe working hours for prevocational trainees.
1.3.2 The hospital ensures that there is effective clinical supervision of all prevocational trainees during normal hours	2.4.1 The hospital ensures that all clinicians who are responsible for teaching are aware of their responsibilities.	3.3.2 The hospital complies with its occupational health and safety obligations to prevocational trainees.
1.3.3 The hospital ensures that there is effective clinical supervision of all prevocational trainees outside normal hours	2.4.2 The hospital has processes to develop the teaching skills of clinicians who provide training to prevocational trainees	3.3.3 The hospital evaluates the safety of working conditions of prevocational trainees and uses the information to improve safety

Goal 1- continued..	Goal 2 – continued...	Goal 3 – continued...
1.3.4 The Hospital ensures that all doctors providing clinical supervision to prevocational trainee's (including casuals and locums) are educated and supported in that role	2.4.3 The Hospital provides effective clinical practice-based teaching.	3.4 Promoting prevocational trainee interests The hospital promotes prevocational trainees' interests through representation and advocacy.
1.3.5 The hospital educates prevocational trainees to identify their limitations and to acknowledge when help is required.	2.4.4 The hospital evaluates the effectiveness of clinical practice-based teaching provided for prevocational trainees, and utilises the information gained to improve the effectiveness of teaching.	3.4.1 The hospital engages prevocational trainees and their advocates in decision making
1.3.6 The hospital evaluates the adequacy and effectiveness of prevocational trainee supervision in all situations and uses the information to improve the quality of supervision	2.5 Assessment and Feedback The hospital provides prevocational trainees with ongoing constructive assessment and feedback	3.4.2 A General Clinical Training Committee is established and appropriately constituted with delegated authority. The committee meets regularly and complies with its terms of reference.
	2.5.1 The hospital clearly explains the criteria, process and timing of formal assessment to prevocational trainees at the commencement of each term.	3.4.3 The Director of Clinical Training supports and advocates effectively for prevocational trainees.
	2.5.2 The hospital ensures that all doctors supervising prevocational trainees provide regular, informal feedback by speaking to prevocational trainees about their performance throughout the term.	3.4.4 The hospital provides adequate support for the Director of Clinical Training
	2.5.3 The Term Supervisor undertakes formal assessment and feedback using the HETI Progress Review Form at mid-term and at the end of the term.	3.5 Supporting prevocational trainees The hospital supports prevocational trainees in taking responsibility for their self-care and provides access to personal support mechanisms to improve the well- being of prevocational trainees.
	2.5.4 The hospital encourages prevocational trainees to take responsibility for their own performance, and to seek feedback from their supervisors in relation to improving their performance.	3.5.1 The hospital supports prevocational trainees in taking responsibility for their personal health and well being.
	2.5.5 The hospital ensures that the performance of prevocational trainees is monitored across all terms in the hospital and the network and appropriate action taken when any problems are identified.	3.5.2 The hospital evaluates (glossary) the effectiveness of programs promoting self-care and uses the information to improve its support processes.
	2.5.6 The hospital evaluates systems for assessment and feedback about prevocational trainee performance within the hospital, and utilises the information gained.	3.6 Physical Amenities The hospital provides a physical environment and amenities that support the well being of prevocational trainees
	2.6 Education and Information Resources The hospital provides education and information resources that assist prevocational trainees to acquire knowledge and develop skills essential to the delivery of safe patient care	3.6.1 The hospital provides comfortable, clean, safe and accessible overnight accommodation for prevocational trainees rostered on-call or otherwise requiring such accommodation
	2.6.1 The hospital provides prevocational trainees with easy access to a range of education and information resources appropriate to their educational needs and the clinical needs of the hospital.	3.6.2 Secondment hospitals provide comfortable, clean, safe and accessible accommodation for prevocational trainees. As prevocational trainees have extended stays in this accommodation, a higher level of amenity is required.
	2.6.2 The hospital provides prevocational trainees with information about, and training in, the use of information resources.	3.6.3 The hospital provides an accessible, safe, comfortable recreational area with a range of amenities.
	2.6.3 The hospital evaluates access to and the range of information resources and utilises the information gained to improve these.	