

Beginning of term discussion template

Beginning of term discussion with supervisor – template guide for supervisor.

1. Introduction

- Welcome, getting to know each other
- Reflection on previous terms/how the year has gone so far

2. Term description and learning objectives

- Have you read the term description and the learning objectives it contains, and are there any questions?
- How cultural safety outcomes might be met during this term.
- Do you have any other learning goals this term (including addressing any areas where you think you need to improve)?
- Discussion may include what sorts of conditions and procedures the prevocational doctor will become competent in during the term.
- The supervisor and trainee should agree on whether additional learning objectives are added to the e-portfolio.

3. Midterm and end-of-term assessments

- Planning for mid and end of term assessments, how and when will they take place.

4. Entrustable professional activities

- Discussion about EPAs and what sort of activities the supervisor will observe and assess.
- Who else can observe and assess EPAs.

5. Any extra activities or expectations

- E.g. where to find handover documents/unit handbook (and give some examples of these), scope of practice (and give some examples)

6. Formal education program

- Arrangements to attend educational sessions

7. Support

- Who to go to for support
- Where to report concerns

8. Administrative items

- Who to notify when calling in sick
- How to apply for overtime

Key written orientation points

Key written orientation points within term description / or term handover document/ unit handbook that the prevocational doctor would have been able to read before the term starts.

1. Where and when to meet on the first day
2. How the clinical day runs , expectations of work times/tasks
3. Introduction to nursing team and allied record
4. Description of how groups communicate
5. Storage lockers
6. Where to find the handover documents/unit handbook*
7. Weekend shifts and after-hours rosters and where to meet
8. Scope of practice for this term-
 - a. What you can do as a PGY1/PGY2 doctor,
 - b. What needs to be observed before you can do that unsupervised,
 - c. What medications can you initiate?
 - d. What must be run by your registrar?

*handover documents/unit handbook

1. Management of key important conditions in this term
 - e.g. management of hyperkalaemia in a renal rotation
2. Routine prevocational doctor jobs
 - e.g. all patients gets 3 x per week bloods done routinely, e.g. ? second daily CXR
3. Administrative systems in this term
 - i.e., how to refer patients to hospital in the home etc
4. Discharge pathways for this term
 - e.g. orthopaedics, all ORIFS get week two and six fracture clinic review
 - e.g. all caesarean sections require Clexane on discharge