Prevocational Medical Accreditation Queensland

Change in Circumstance Form –

Medical Education Unit Changes

**Background information**

This form is used by facility personnel to notify PMAQ of changes to Medical Education Units. Please note each notification needs to be submitted on a separate form.

A change to Medical Education Unit personnel, when the change is ‘like for like’ is normally classified by PMAQ as a change with minor consquences. Where a change is not ‘like for like’ the impact of the change may be more significant and it may be classified as a change with moderate or major consequences. An example of this might be a restructure of the Medical Education Unit, or absence of senior staff with significant roles in intern training for an extended period with no replacement. In order to notify PMAQ of any MEU personnel changes, facilities are advised to submit this completed and signed Notification of Change form.

Notification of changes to Medical Education Units need to be made to PMAQ prospectively.

**Medical Education Unit Personnel Roles and Responsibilites**

Personnel within the MEU are ultimately responsible for the development, implementation and evaluation of a comprehensive system of organisation and support of prevocational junior doctor placements. This includes the medical education program that meets the AMC Intern Training National Standards. As an effective MEU is key to quality prevocational placements and to intern training, all AMC standards are relevant.

**Facility details**

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| **Facility** | *Eg North East HHS* |  |
| **Site** | *Eg Boulia Hospital* |  |
| **Date change is implemented** | *Eg Term 1, 2019* |  |
| **Date notification is made** | *Eg 2 February 2019* |  |
| **Is this a ‘like for like’ change?** **(eg. same level, same FTE)** | [ ]  Yes [ ]  No |
| **Does this change involve the absence of MEU staff with significant roles in intern training for an extended period with no replacement** | [ ]  Yes [ ]  No |

**Descripton of change**

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| In general terms, describe the change to the MEU. Include details such as:* the name, role (eg. SMEO, PMEO, DCT) and FTE of the new personnel, and who they are replacing;
* the qualifications and experience of the new personnel in relation to junior doctor training;
* indicate if this is a permanent or temporary change (indicate the end date if temporary);
* if this change involves the absence of significant personnel with no replacement, describe what structures will be put in place to manage this absence;
* if this change involves a restructure of the MEU, include comprehensive detail describing how the new structure will meet accreditation requirements.
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| What is the implication of this change? Describe both positive and negative foreseeable outcomes for interns, supervisors, the training program, and the integrity of the experience. |
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**Orientation of New Personnel**

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| If this change involves new personnel, describe the orientation/induction activities that have or will be undertaken. |
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**OPTIONAL – Additional Information**

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| Please include any additional information you feel is pertinent. |
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**OPTIONAL - Supporting Documentation**

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| Please list any documentation that has been attached to support the change. Eg. curriculum vitae. |
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**Facility authorisation and contact details**

In authorising this form, the facility confirms that the new MEU personnel is/are aware of and committed to his/her roles and responsibilities.

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| **Contact person** | Name |  |
| Position |  |
| Email |  |
| Phone |  |
| **Authorisation****by DCT, EDMS, DMS** | Name |  |
| Position |  |
| Signature |  |

Please submit this completed document to PMAQ@health.qld.gov.au