

Tip sheet – Completing the AMC term description template

The Australian Medical Council’s (AMC) [National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#) outlines the requirements which providers of prevocational medical training must meet to be accredited. Accreditation is dependent on the provider demonstrating that their program and its terms meet the national standards ([section 2 of the framework](#)) and the requirements for programs and terms ([section 3](#)). PMAQ has defined the processes in place to transition existing terms and request new terms (refer to [Tip sheet – Transitioning terms to the new framework](#)), and as part of that process, providers have the option of completing the AMC Term description template. This tip sheet provides guidance on completing that template.

AMC term description template

The AMC has released a term description template (*image 1*) aimed at assisting providers in meeting the minimum term information requirement for accrediting a term. As there are variations in accreditation processes across Australia achieving a universal approach suitable for all states may not be possible. The AMC template does not provide all the information required for a PMAQ assessor to evaluate a term; however, providers may use it to describe key elements of their term if the additional information required is provided elsewhere (such as the term orientation guide).

Here are some tips for completing the AMC template:

- ✓ The form supplied by the AMC is an uneditable PDF. Providers can make the form editable, convert the form to another format, or use the .doc version [provided here](#)

The image shows the first page of the AMC Prevocational Training Term Description template. It includes the AMC logo and title, followed by a header section with the title 'Prevocational Training Term Description template' and a subtitle 'Based on the Prevocational Education and Training Term Description Report (2023) developed by Health Education and Training Institute (HETI)'. Below this is a paragraph explaining the template's development. The main part of the form is a table with various fields for term details, accreditation, and capacity.

Term Detail			
Accredited Prevocational Training Provider			
Term Name *			
Term Location			
Term Specialty *			
For Offsite Term <small>Includes affiliated private hospitals, general practices, community based medical services</small>			
Classification of clinical experience in Term * <small>(Maximum of 2) A-Undifferentiated illness patient care; B-Chronic illness patient care; C-Acute critical illness patient care; D-Peri-operative / procedural patient care; or Non-direct clinical experience (PGY2 Only)</small>			
Is this a service term? <small>Service terms (relief or nights) in this context refers to terms that have discontinuous learning experiences, such as limited access to formal education program or regular unit learning activities, less or discontinuous overarching supervision (for example, nights with limited staff)</small>	Yes	No	
Term Min Duration (weeks) *	Term Max Duration (weeks) *		
Term Accredited for <small>PGY1 terms are accredited for PGY1 and PGY2</small>	PGY1	PGY2 Only	
Variation in PGY1/PGY2 Capacity	Yes No		
Total Number of Prevocational doctors	PGY1 Capacity	PGY2 Only Capacity	
Unique term identifier (PMC specific)	Accreditation Status		
Date of Accreditation	Last Approved		

Image 1 – page 1 of the AMC term description template

✓ Should they choose to, providers can apply for both PGY1 and PGY2 accreditation at the same time when completing this template. Refer to *image 2* below.

- For PGY1 terms only – choose PGY1 and add ‘only’ to the field
- For PGY1 and PGY2 terms – choose PGY1
- For PGY2 terms only – choose PGY2 only field

Term Accredited for <i>PGY1 terms are accredited for PGY1 and PGY2</i>		PGY1		PGY2 Only
Variation in PGY1/PGY2 Capacity			Yes	No
Total Number of Prevocational doctors		PGY1 Capacity		PGY2 Only Capacity

Image 2 – excerpt from page 1

The ‘Variation in PGY1/PGY2 Capacity’ section of the form is important to indicate the number of PGY1 and / or PGY2 doctors in the term. Some examples of how to complete this section have been provided below.

Example 1: Term with five PGY1 doctors only

Term Accredited for <i>PGY1 terms are accredited for PGY1 and PGY2</i>		PGY1 ✓ only	PGY2 Only
Variation in PGY1/PGY2 Capacity			Yes No ✓
Total Number of Prevocational doctors	5	PGY1 Capacity	5
		PGY2 Only Capacity	

Example 2: Term with five PGY1 doctors and three PGY2 doctors

Term Accredited for <i>PGY1 terms are accredited for PGY1 and PGY2</i>		PGY1 ✓	PGY2 Only
Variation in PGY1/PGY2 Capacity			Yes ✓ No
Total Number of Prevocational doctors	8	PGY1 Capacity	5
		PGY2 Only Capacity	3

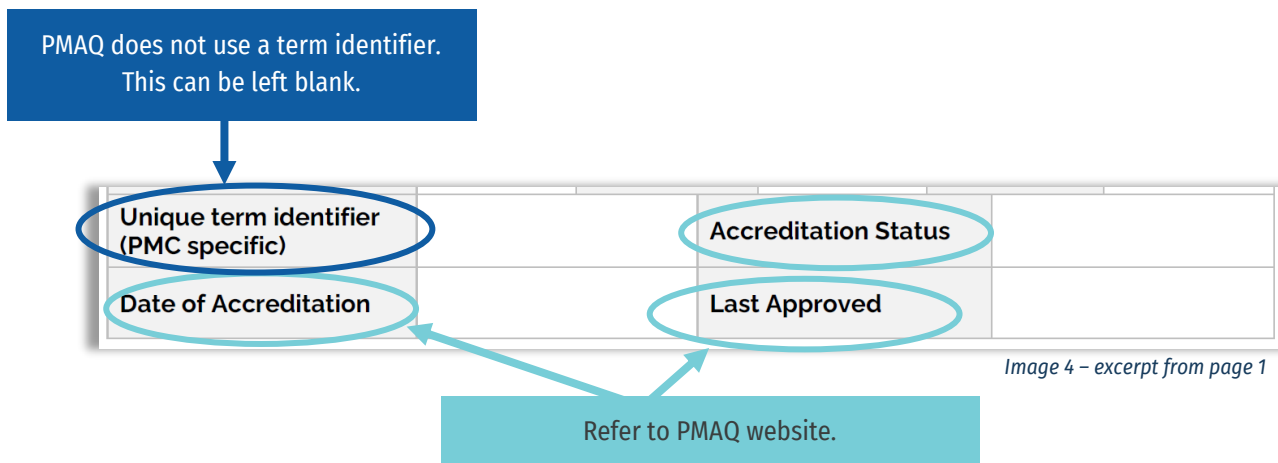
Example 3: Term with two PGY1 doctors and two PGY2 doctors

Term Accredited for <i>PGY1 terms are accredited for PGY1 and PGY2</i>		PGY1 ✓	PGY2 Only
Variation in PGY1/PGY2 Capacity			Yes No ✓
Total Number of Prevocational doctors	4	PGY1 Capacity	2
		PGY2 Only Capacity	2

Example 4: Term with four PGY2 doctors only

Term Accredited for <i>PGY1 terms are accredited for PGY1 and PGY2</i>		PGY1	PGY2 Only ✓
Variation in PGY1/PGY2 Capacity			Yes No ✓
Total Number of Prevocational doctors	4	PGY1 Capacity	4
		PGY2 Only Capacity	

- ✓ Not all sections on the AMC form relate to Queensland’s accreditation system or PMAQ processes. Providers are not required to complete the Unique term identifier field shown below in *image 4*. Providers can refer to the [accreditation matrix on the PMAQ website](#) to complete:
 - Accreditation status (accredited or not yet accredited)
 - Date of accreditation (date accredited from – date accredited to)
 - Last approved (refer to notes section for any CiCs or changes to the term)



Refer to the [Tip sheet – Transitioning terms to the new](#) framework and [Tip sheet – Term orientation guide](#) for more information on this topic.

Version Control

Version	Date	Comments
1.0	April 2023	New document