Tip sheet – Transitioning terms to the new framework

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](#)). This tip sheet provides guidance on accrediting PGY1 and PGY terms, both existing and new, under the new framework.

Information required to accredit a term

Providers are encouraged to refer to the relevant sections the framework which outline the minimum information needed for a term to be assessed against the national standards and requirements. PMAQ has defined the processes by which a new term can become accredited, and existing terms can be transitioned and reclassified within new framework requirements. The process of transitioning existing terms to the new framework was outlined in the phase 1 overview document. Additional information and links to relevant documents and forms have been provided below.

Existing terms

- **Currently accredited term with no changes** – complete the [term categorisation spreadsheet](#) (*see image 1*) defining:
  - term name
  - term location
  - term speciality
  - term sub-speciality
  - term primary category/categories of patient care (A to D)
  - service term or not
  - team-based term or not
  - number of PGY1 posts
  - number of PGY2 posts
  - minimum number of weeks
  - maximum number of weeks

  Note: providers may request the addition of PGY2 posts for currently accredited PGY1 terms in this process by completing the number of posts in the PGY1 or PGY2 column

CATEGORY OF PATIENT CARE (1 OR 2 PER TERM)				SERVICE	TEAM-BASED	NUMBER OF POSTS		TERM LENGTH	
A UNDIFFERENTIATED ILLNESS	B CHRONIC ILLNESS	C ACUTE & CRITICAL ILLNESS	D PERI-OPERATIVE /PROCEDURAL	SERVICE TERM (AFTER HOURS OR RELIEF)	EMBEDDED IN A TEAM OR NOT (YES / NO)	PGY1	PGY2	MINIMUM (WEEKS)	MAXIMUM (WEEKS)

Image 1 – section of the term categorisation spreadsheet

Queensland Government

- **Currently accredited terms with minor or significant changes** – complete the CiC – Existing term form (*see image 2*)

  - complete term details section in full including term category, type of change and rationale
  - only complete sections of the form relevant to the change and ensure the third column is completed with either:
    - evidence name and number, or
    - reference to a page number in the term orientation guide
  - ensure the term orientation guide is updated to reflect the changes and submit with the CiC

Image 2 – CiC Existing term (2023)

- **Combining two existing terms into a single new term** – complete the CiC – New term form (*see image 3*)

  - complete all details on the CiC – New term form
  - provide the existing term names, a dash, then the new term name in the term name section (e.g., Anaesthetics and Intensive Care Unit – Critical Care)
  - refer to the Tip sheet – Term orientation guide to ensure all required information is contained within
  - reference page numbers in the orientation guide or numbered evidence where appropriate
  - submit the term orientation guide and proposed roster with the CiC

New terms

- **Requesting a new PGY1 term for 2024** – complete the CiC – New term form (*see image 3*)

  - complete all sections on the form
  - refer to the Tip sheet – Term orientation guide to ensure all required information is contained within
  - reference page numbers in the orientation guide or numbered evidence where appropriate
  - submit the term orientation guide and proposed roster with the CiC
  - if the AMC term description template has been completed, refer to the section below titled 'AMC term description template' for tips on completion

Image 3 – CiC New term

- **Request a new PGY1 term for 2025 which is also intended for PGY2 in 2025** – complete the CiC – New term form (*see image 3*)

  - Follow the same process as above being sure to indicate the term is for both PGY1 and PGY2 by:
    - Completing both blue and green sections on the CiC – New term form (*see image 3*)
    - Indicating so on the AMC term description template (*see image 4*)

Term Accredited for *PGY1 terms are accredited for PGY1 and PGY2*	PGY1	PGY2 Only

Image 4 – Section of the AMC Term description template

Providers are reminded to follow PMAQ instructions on naming and numbering attachments when submitting evidence. The instructions are provided on each provider's SharePoint site and can also be accessed here on the Queensland Resources Teams site.

In summary, providers are expected to:

- submit the Term categorisation spreadsheet for existing terms with no changes so they can be assigned clinical experience categories required of the new framework

- submit a Change in circumstance – Existing term form for existing terms with minor or significant changes, along with the term orientation guide

- submit a Change in circumstance – New term form for any new terms which will consist of two existing terms, along with the term orientation guide

- Submit a Change in circumstance – New term form for any new terms required for the 2024 training year, along with the term orientation guide

Providers are reminded to follow PMAQ instructions on naming and numbering attachments when submitting evidence. The instructions are provided on each provider's SharePoint site and can also be accessed here on the Queensland Resources Teams site.

Additional information
PMAQ released a Tip sheet – Term orientation guide which stated that the AMC term description template (or similar) may be used during accreditation activities. It is expected that if term orientation guides contain the information listed and the orientation guide is clearly referenced in the template with specific page numbers as to where the information required is located, that these references could be used in lieu of duplicating information in the template. Providers have flexibility to use the AMC form, their own form or use the Tip sheet – Term orientation guide as a checklist to ensure all requirements have been addressed in their orientation guides.

Related documents and resources
Tip sheet – Term orientation guide
AMC Term description template
Tip sheet – AMC term description template
Change in circumstance – New term
Change in circumstance – Existing term
Term categorisation spreadsheet
AMC website – latest news

Version Control

Version	Date	Comments	
1.0	April 2023	New document	