

Evidence - Naming of attachments

To ensure attachments are easily located on SharePoint, they need to be numbered and named according to the following convention. Please follow the steps outlined below:

1. When referring to evidence and saving attachments to the “Evidence” Folder on SharePoint, it is vital that attachments are numbered 001, 002, 003 etc - followed by the filename as shown below:
 - 00 in front of the first 9 attachments - followed by the filename
 - 0 in front of the numbers from 010 – 099 - followed by the filename
 - 100 + - followed by the filename
2. It is also vital that the number and name that you provide when referring to the attachment in the submission document, matches the number and name provided in the Evidence Folder on SharePoint.
3. When referencing an attachment please use a different colour as shown in the example narrative below.
 - *Governance of the Intern Training Program is outlined in the 001 - Medical Education Unit (MEU) Governance Overview and 002 - MEU Organisational Chart. The structure of the intern training program is outlined in 003 - Model of Intern Training. Assessment roles as defined by Guide to Intern training in Australia are outlined in the 004 - x Hospital Assessment roles.*

Submitting to PMAQ

When finalising your submission, please ensure:

- All referenced documents are uploaded
- The response or application document is complete and referenced as above
- The complete submission is uploaded to your PMAQ SharePoint site in the appropriate folders

When completed, please advise PMAQ via email pmaq@health.qld.gov.au that the submission is completed and uploaded ready for assessment.

Thank you.