



Postgraduate Medical Council
of Western Australia

POSTGRADUATE MEDICAL COUNCIL OF WESTERN AUSTRALIA POLICY

GUIDELINES FOR THE USE OF THE MEDICAL EDUCATION CALCULATOR IN WA HEALTH

BACKGROUND:

In Western Australia the number of Interns had dramatically increased from 134 in 2005 to 313 in 2014, subsequently increasing the demand for education, training and supervision by qualified and experienced health care professionals. This demand raised serious concerns regarding the level of education and training provided to prevocational trainees, along with the associated risks to patient safety and care, if there is insufficient infrastructure in place to support the growing number of prevocational trainees (PVTs) in Western Australia.

To address this issue, and guide health service providers as to the number of educational support staff required for prevocational training and education, a Medical Education Calculator has been developed by the Postgraduate Medical Council of WA in 2010.

Foundations for the Medical Education Calculator:

The Medical Education Calculator was developed by the Education Committee for PMCWA, and took into consideration current national trends of medical education, local terms, conditions and the capacity and needs of the WA Health System.

At a minimum all health services employing prevocational trainees require a Director of Clinical Training. However as the number of prevocational trainees increase, the Departments of Postgraduate Medical Education will be required to establish further infrastructure to ensure the appropriate provision of education, training and supervision.

Furthermore, it is recommended that for all hospitals with a Medical Education Unit that Education Registrars are also employed as they add significant capacity for prevocational training.

This calculator is dependent on the number of prevocational trainees employed by a health service and will assist with ensuring appropriate supervisor to trainee ratios are established at all health services employing prevocational trainees.

SCOPE

The Medical Education Calculator applies to all health services employing Prevocational Trainees (PVTs).

This policy is restricted to prevocational training only. It does not incorporate any FTE allocations for medical student training, vocational training, mandatory training, or hospital accreditation (excluding PMCWA prevocational accreditation).

POLICY STATEMENT

Application of the Medical Education Calculator at health services that employ prevocational trainees is essential to patient safety and care. An audit of sites with PVTs with regard to the guidelines should be completed every two years to ensure the appropriate support and safety of PVTs. Failure to comply may jeopardise accreditation status of prevocational positions in these health services.

PRINCIPLES

1. All jurisdictions employing a PVT require a supervisor identified to be the Director of Clinical Training (DCT - see job description). A payment for the additional responsibility (as Head of Department loading or part FTE) should be included.

2. Medical Education Officers (MEO - see job description) should be employed for a minimum of 0.5FTE or be present in the hospital for an equivalent period, for example employed in other duties. This ensures continuity of support and accessibility for PVTs at the hospital or health service.

3. Primary Employing Health Services (PEHS) and any secondary hospitals with 20 or more prevocational trainees should establish a Department of Postgraduate Medical Education with at least 0.5 FTE each of a Director of Postgraduate Medical Education (DPGME), Education Registrars (ERs), MEO and Administrative support dedicated to their roles.

3.1 Specialty training hospitals should conform with PEHS requirements

3.2 DCT FTE may be allocated to additional DPGME and/or ER FTE

4. Primary Employing Health Services of Prevocational Doctors (formally Primary Allocation Centres) with secondary sites may provide the educational support using the additional prevocational trainees in their formulae.

5. Education registrar(s) (ER) should be employed in all institutions with 20 or more interns or a Department of Postgraduate Medical education using the medical education calculator. Registrars should provide support and training for PVTs

6. Health Services are responsible for ensuring that the Medical Education Calculator requirements are met. Each health site should provide an annual compliance report to PMCWA at the beginning of each calendar year.

Calculator for Required Ratios of Medical Education Support Staff

Position	Interns	Residents
Director of Clinical Training	0.2/25	0.2/50
Medical Education Officer	0.5/30	0.5/60
Administrative Support	0.5/30	0.5/60
Education Registrar	0.5/30	0.5/60
Director of Postgraduate Medical Education	0.5/50	0.5/100

SUPPORTING DOCUMENTS

Postgraduate Medical Council of Western Australia. (2010). *Letter from Chair of the Education Committee to Chair of the Postgraduate Medical Council re: Medical Education Calculator.*

Postgraduate Medical Council of Western Australia. (2014). *Director of Clinical Training Sample Job Description*

Postgraduate Medical Council of Western Australia. (2014). *Medical Education Officer Sample Job Description*

VERSION CONTROL

Endorsed by:	PMCWA Executive Committee
Effective Date:	20/03/2017
Review Date:	20/03/2021
Link to policy page:	http://www.pmcwa.health.wa.gov.au/publications/index.cfm
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