

JMO Forum Tasmania, Terms of Reference

Last updated 30 December 2014

This is a living document which is to be updated by the JMO Forum Executive, and vetoed by the committee on an annual basis.

Purpose

The Tasmanian JMO Forum (JMOF) represents the interests of Junior Medical Officers, particularly regarding issues surrounding prevocational education, supervision and training, accreditation and wellbeing. The Forum began in 2009 with the support of the Postgraduate Medical Education Council of Tasmania (PMCT) and is composed of primarily prevocational junior doctors. The JMO Forum reports to the PMCT Board, and is also affiliated with the Australasian Junior Medical Officer Committee (AJMOC.) The activities of the JMO Forum are supported by the PMCT.

Conduct of Meetings

- At least six (6) meetings annually, held on an 8-weekly basis. One (1) meeting to be held prior to the June AJMOC meeting, and one (1) meeting to be held prior to the November National Prevocational Medical Education Forum.
- All committee members are required to attend meetings in person or via video/tele-conference.
- A quorum is 50% of committee members plus the chair
- Handover to new committee to occur during first JMOF meeting of each new year.

Committee structure

The committee will ideally be comprised of JMOs with an even combination of PGY1, PGY2+ allowing for appropriate representation of all JMO groups and succession for senior JMOF positions, particularly the role of Chair. There will be at least one (1) representative from the LGH and one (1) representative from NWRH/ MCH on the JMOF committee. At the discretion of the Executive, a vocational representative (registrar or fellow) may be included in the JMOF committee to offer guidance, particularly in the case of an inexperienced committee.

Executive

The JMOF executive is composed of the Chair, Accreditation Representative, Education Representative and Wellbeing Representative. This group may at times make decisions on behalf of the JMO Forum so long as all members are in consensus.

- Chair
 - o Chairs the six (6) annual meetings
 - o Compiles and distributes the agenda for the meetings
 - o Involved in recruiting new committee members
 - o Maintains regular contact with JMO Forum members in the other parts of the State
 - o Maintains a line of communication with the PMCT as a representative on the PMCT Council and Board and attends the one (1) Council meeting annually and the four (4) Board meetings
 - o Participates in the AJMOC meetings, including three (3) teleconferencing and two (2) face-to-face meetings (including at the National Prevocational Medical Education Forum.) If unable to attend these meetings, a fellow member of the Executive may be sent as a proxy.
 - o Chairs or Co-Chairs the National JMO Forum when the National Prevocational Medical Education Forum is held in Tasmania
 - o The chair ideally will have already been involved in the JMO Forum for at least one (1) year.



- Accreditation Representative
 - Attends the Tasmanian JMO Forum meetings to report on accreditation issues
 - Represents the Tasmanian JMO Forum at the Council meeting or Board meetings if the Chair is unable to attend
 - Represents JMOs on the PMCT Accreditation Subcommittee and in other areas where advocacy for Tasmanian JMOs would affect accreditation issues
 - Attend the Accreditation Visit Meetings, as appropriate

- Education Representative
 - Attends the Tasmanian JMO Forum meetings to report on education based issues surrounding JMOs not yet covered by College training programs
 - Represents JMOs on the PMCT Education Subcommittee and in other areas where advocacy for Tasmanian JMOs would affect education issues
 - Assists in coordinating the results of abstract results for the National JMO Forum at the Prevocational Medical Education Forum when it is held in Tasmania

- Wellbeing Representative
 - Attends the Tasmanian JMO Forum meetings to report on welfare and wellbeing issues
 - Co-chairs the Wellbeing Action Group (WAG) with Dr Lynn Hemmings
 - Assists in developing organising wellbeing events for JMOs.
 - Liaises with RHH RMO Society wellbeing representative

Committee

The full JMO Forum committee consists of the Executive, plus all other JMOF members. The full number of members is determined by the incumbent members of the JMOF Executive, with final decision resting with the Chair.

Expressions of interest are sought from the JMO cohort at the commencement of the new year for a place on the JMOF committee, and then composition of the committee is determined by the chair and executive. Portfolios and roles for the general committee are determined on a year-by-year basis depending on relevant issues and projects.

It is the expectation of all committee members that they will attend at least 70% of all JMOF meetings (or four of the scheduled six meetings in a calendar year, acknowledging that there may be additional meetings called if needed.) A committee member may send a proxy on their behalf if they are unable to attend a meeting. This proxy should be approved by the Chair at least one week prior to the meeting date. If a member is not meeting the minimum attendance requirement, their ongoing membership on the JMOF committee may be discussed and determined by the remainder of the JMOF.

- IMG Representative
 - Attends the Tasmanian JMO Forum meetings to report on issues specific to IMGs
 - Attends the PMCT subcommittee for IMGs to advocate for IMG related issues that are education and training based
 - Will ideally come from an IMG background so as to best represent this cohort and the relevant issues

- Honorary Secretary
 - Attends the Tasmanian JMO Forum meetings
 - Responsible for recording minutes at all meetings for submission to the Chair

- LGH Representative
 - Attends the Tasmanian JMO Forum meetings (via video-conference or in person) to report on issues regarding accreditation, education and wellbeing at the Launceston General Hospital



- NWRH Representative
 - o Attends the Tasmanian JMO Forum meetings (via video-conference or in person) to report on issues regarding accreditation, education and wellbeing at the North-West Regional and Mersey Community Hospitals.

- Medical student representative
 - o One (1) final year medical student, elected by the JMOF committee to represent the study body, who has demonstrated an interest in issues regarding education, training and wellbeing.
 - o Attends the Tasmanian JMO Forum meetings to report on issues related to medical students and their transition into the medical workforce
 - o It is envisaged that the student member(s) will be applying to a Tasmania hospital for their intern year and has an interest in being involved in the Tasmanian JMO Forum in order to maintain some continuity

- JMO Representatives
 - o Attend the Tasmanian JMO Forum meetings
 - o Liaise with MEAs as needed about issues raised during JMOF meetings
 - o Represent the JMO Forum at functions as needed such as medical school events e.g. Life in the Real World, hospital based events where having JMO representation will enhance the understanding of the forum or will enhance the attendees' knowledge of the forum's goals
 - o The JMO Forum will aim to be involved with the Tasmanian AMA to help report on issues that directly affect JMOs such as safe working hours or the role of rural placements in training. This JMO representative may observe AMA meetings and report back to the JMOF. They do not need to be an AMA member.
 - o JMO Representatives may also be re-named according to their interest area/ attendance of RHH workforce governance groups.

There will be two (2) JMO Forum committee members assigned to attend each of the three (3) RHH Workforce Governance Groups. In 2014 these are the DIT roster review group, DIT consultative committee and medical education committee. These may be in addition to other roles as outlined above. Where possible the LGH and NWRH representatives will attend any similar meetings at their hospitals.

- *National Forum Committee Member(s) (when appropriate)*
 - o *There shall be at least two (2) committee members in the years when Tasmania is host to the National Forum*
 - o *Attends the Tasmanian JMO forum meetings*
 - o *Rates abstracts submitted for presentation at the Forum (oral and poster) based on a pre-established criteria*
 - o *Works with PMCT on the Prevocational Medical Education Forum and National JMO Forum as needed and directed by the PMCT*

