

# Monash Physician Education Information Guide





# **Monash Health Physician Education**

Our goal is to assist in the growth of physicians of the future, not just exam success. We wish to assist candidates to position themselves well for Advanced Training. Your success is our success and we are dedicated to it.

## **The main goals of BPT1 are**

- To learn and practice clinical medicine
- Develop relationships with senior peers
- Enhance your CV and assist with career development

## **The advantages of training at Monash Health are**

- Our engaged team of educators
- Broad clinical exposure and experience

### **Engagement of Monash Health Physicians:**

Whilst the BPT program is co-ordinated by paid staff, the majority of clinical teaching by Consultants, Fellows and Advanced Trainees is done voluntarily. When asked 'why they do this', they say, because it was done for them and they pay it forward to you, in the hope you will do the same. At Monash, our trainees are not in competition with each other. We see that there is great strength in mutual support, co-operation and unity.

BPT1 is the beginning of your career as a physician and building a good reputation is important. Always deal with others respectfully and professionally in your day to day actions, particularly in times of conflict.

### **Exposure to a broad range of experiences:**

Monash Health has a catchment of over a million people. This means, we really do have that "one in a million" presentation. Our bed base is over 1,500 beds of varying acuity, inclusive of most sub-specialties from pre-natal to geriatric medicine.

BPT1 is comprised of 5 rotations across 3 sites, allowing you many opportunities to experience different fields of medicine. Tonina will work with you in curating your BPT rotations to ensure that they not only meet RACP requirements, but also personal preferences and goals.

Monash has one of the largest cohorts of RACP Clinical Exam National Examiner Panel (NEP) members in addition to many other consultants with extensive RACP training experience. You are encouraged to make the most of these valuable resources.

## **Trainee Resources**

Monash Health's large size inevitably reduces the sense of intimacy that may otherwise come from a training program at a smaller hospital. To ensure all trainees feel well supported we have the following:

- Dedicated BPT hub where the Education team is based with an open door policy
- Administration Manager (Carol) and BPT Manager (Tonina) who are available to respond quickly to any issues raised
- Weekly education sessions
- Site specific support
- Rostering sensitive to individual trainee needs
- Videoconferencing and recording of prime educational opportunities
- Mentors and supervisors
- Resources to support your success

## **Trainee Support**

### **Director and Deputy Director of Physician Education (DPE) - Claire Dendle and Siobhan Lockwood**

If you are experiencing difficulty during your training, particularly with study or clinical issues please organise an appointment with Claire or Siobhan. They are both based at MMC and are available to provide support. All issues are easier to manage if they are raised early, so don't hesitate to get in touch. Tonina and Carol can organise an appointment.

Your Educational Supervisors, Ward Consultants and Advanced Trainees are all available to provide support as your progress through the year. Don't hesitate to reach out if you have any issues.

### **Manager BPT – Tonina Hore**

Tonina is a valuable resource and support, she works fulltime, and although based at MMC, she often works from other sites and will let trainees on those sites know she is coming so you can catch up.

If you have any issues, particularly with rotations and college requirements just get in touch. She can also assist with liaising with Medical Workforce regarding rosters or leave.

### **Administration Manager – Carol Low**

Carol is another great resource. She works on Tuesday and Wednesday and can assist with many issues, particularly those relating to planned Education.

## **Supervision**

### **Clinical Rotations Supervisor**

Your clinical rotation supervisor (Ward Consultant) provides general supervision related to your clinical work on that rotation. It is likely that during your 10-12 week rotation, you work with more than one Ward Consultant. You are encouraged to seek feedback from all your Ward Consultants, both formally and informally throughout the rotation. You will also need to ask one of them to provide a rotation supervisors report; do this early so you don't have to chase them later. If you have built a relationship with a certain consultant, you may also wish to ask them to be a formal referee for future job applications. You should also be on the lookout for potential mentors for both personal and professional development

### **Educational Supervisor**

As per RACP requirements, we will assign you a formal Educational Supervisor (ES). You are required to meet with your supervisor at least twice per year. We strongly advise that you arrange to meet more often than this, ideally meeting every 2 – 3 months to ensure you are getting the most out of your training and time at Monash.

Organising timely meetings with your ES, being up to date with all assessments and receiving and responding to their feedback are all key elements of progressing through to BPT 2. This is about professionalism, responsibility and organisation which are expectations of the Monash Physicians Education program.

Your ES will go review your rotations and address any concerns you may have had with these. They will oversee your mini-CEX and other written RACP requirements. They will ensure you are on track with your exam preparation and CV development and can provide career advice and other mentoring roles.

The end of year RACP BPT1 assessment is due at the end of January every year. You will need to have completed all your assigned tasks including end of year meeting with your supervisor to enable the year to be accredited. Any incomplete tasks will jeopardise your accreditation and may prevent you from progressing to BPT2.

\*Caution - many supervisors take leave in January so be organised early.

NOTE: The first meeting must have occurred before July 2020 and the second meeting before end of January 2021.

## **Assessments**

### **Monash Health:**

As a BPT1 you are required to submit an End of Term Assessment to Monash Doctors Education (MDE) at the completion of each rotation you undertake. It is a requirement of employment that every staff member engages in performance assessment.

You can download the Monash Health Assessment form, or they will accept a completed College performance assessment as an equivalent, if you choose. Further information can be found here: <http://monashdoctors.org/hmo-assessment-submission/>

### **College Requirements:**

Assessments (see appendix 1)

- Learning Needs Analysis (LNA)
  - Minimum of 2 per year
  - Ideally 1 should be completed for each substantive rotation of 10 weeks or more (both core and non-core)
- Mini – Clinical Evaluation Exercises (mini CEX)
  - Minimum of 4 per year
- Professional Qualities Reflection (PQR)
  - Minimum of 2 per year
  - 1 should be completed for each 6 month period
- Progress Report
  - 2 per year completed at midyear and end of year
- Ward Consultant Reports
  - 1 per rotation – does not need to be submitted to the RACP, but you should keep a copy for your own records.

## **BPT 1 Responsibilities**

### **RACP Registrations:**

All BPTs are required to register with the college by 28<sup>th</sup> February. If you are unregistered you risk your rotations not being accredited which will impact on your ability to participate in the exam process.

### **RACP portal:**

You will receive your own portal with all your tasks and reports online. It is your responsibility to upload and keep track of any tasks completed.

### **College Requirements:**

It is the responsibility of the BPT to understand and track their individual RACP requirements. Tonina can help you as it can get quite confusing. There are not many issues in BPT1, but you will need to understand these requirements as you move into BPT2 where your preferences can impact your RACP training totals.

### **Rotation Changes:**

Any requests for rotation changes would need to be discussed with Tonina and approved by either Claire or Siobhan – no exceptions. This is to ensure that your RACP training totals are not negatively affected by the change.

### **Workplace expectations:**

Trainees are expected to perform their clinical duty to the expected standard and complete their work place assessment at the end of each rotation.

It is important for trainees to seek regular feedback from their ward supervisor or consultant to enhance their performance. Trainees are expected to produce copies of the assessment when they have their supervisor meetings.

It is important for you to adhere to your roster and job expectation. Any form of roster change or leave must be applied for through the appropriate channels.

We work closely with Monash Doctors Workforce to provide a balanced roster to allow an optimal clinical work environment with access to training opportunities.



## **Focus of the BPT 1 year**

During your first year of training there are no exams and no formal study plan. This year you will be learning to be a solid, clinically sound resident in preparation for your transition to being a registrar in BPT2; studying clinically relevant material; developing a network of contacts; finding your direction; engaging in research; and or sitting on committees of influence. In essence you will develop yourself as an up and coming physician and develop your CV.

### **Learning to be a registrar**

You will draw from all the positive and negative role models to develop yourself as a registrar.

### **Studying what is clinically relevant**

You will be placed in many different clinical situations as possible to broaden your experience. We strongly recommend studying around your experience to develop depth of knowledge which is clinically relevant and current.

### **Developing a network of contacts.**

As a result of working in many areas across the network, you will develop many contacts. It is up to you to assure that these are positive, professional relationships and that any potential conflict is dealt with respectfully and professionally. During this time we hope that you will develop the confidence to approach Consultants and Head of Units for clinical advice and career guidance. You will make friendships amongst your cohort that will support you in difficult times and perhaps form the basis of a study group.

### **Finding direction.**

By working through contacts, experiencing different specialties and listening to your peer's experiences and considering lifestyle, you will hone your future direction. Sometimes it is less clear. If you are not sure, please reach out to any member of the Education team for support.

### **Developing a strong CV.**

- Research

Now is the time to start working on research. If you have nothing in progress, ask your unit of interest if you can assist with any research in progress

- Sitting on committees of influence

It is regarded favourably if you volunteer your time for the benefit of others or the network on a committee. It will also assist to broaden your network. It is something worth listing in your CV. Opportunities to join a committee are advertised via an Expression of Interest in February/March each year. We will also make you aware of any other opportunities that may arise.

- Examination Assistants (Bulldogs)

Where possible, BPT1 and BPT2 are expected to act as Exam Assistants ('Bulldogs') for both the mock and RACP clinical exams. It is a great opportunity for BPTs to see how the exam is structured and know the standard expected of them by BPT3.

## **Education**

### **Dedicated BPT Educations Session – Tuesdays 1600 – 1730hrs**

Tuesday afternoon is dedicated to BPT education. Case presentations, guest clinical presenters etc. You will be kept up to date with what is happening, when you will be expected to present. Department Unit Heads have given their support for you to attend these education sessions, particularly if you are based at MMC. Please let us know if you are finding it difficult.

### **Preparing to apply for Advanced Training**

Each year, we run a 1.5 hr session to go through what is expected in developing your CV and we encourage all BPT to attend this information/Q&A session.

There is a general perception that there are fewer Advanced Training positions. In fact, there are more positions than ever before. Although there are more trainees competing for these positions, the number of high performing trainees has been unchanged over the years, so your task is to be one of those.

Each year, a Head of Unit from a highly sought after specialty will talk and answer your questions as to what they are looking for in interviews for advanced training positions. Earlier selection of a preferred specialty, communication of your interest to relevant Heads of Units, CV development and interview technique all play a major role. Clinical ward based performance is essential and will be reflected in your references, however this is only one of the determinants of success. You will need to be more strategic than was previously required so come along and hear what the experts say:

- Factors that you consider in selecting an specialty/advanced training career path earlier in your training
- Highly specialized vs. more generalized case mix
- Procedure vs. non procedure opportunities
- Predominantly outpatient vs. inpatient care vs. mixture
- Predominantly hospital vs. community based longer term career opportunities
- Career opportunity pathways through research, procedures expertise or other skill sets

## **Research**

You will have little time to start research as exams approach. It is never too late to develop these skills and attributes. As you are now in BPT you need to consolidate your career plan and look at how you can position yourself in such a way to achieve and maximise your employment prospects.

Research is always something that can be both enjoyable and of real benefit to both yourself (as something to differentiate yourself when applying for jobs) and the wider health community. Monash Health strongly supports research and most departments will have research you can be involved with.

Finding an area of interest and publishing in your field will be highly viewed in the selection process.

A full research project is not always possible and is not for everyone. Clinical audits and review of practice are always an alternative option. Unit heads will also often be able to direct you in this regard.

## **Conference/Study Leave**

To ensure as many JMS as possible are able to have conference/study leave approved you need to submit your application via the online system by the 31<sup>st</sup> March. If you are being supported by a Head of Unit to present at a conference make sure you include this in the application.

## **Curriculum Vitae**

### **What should your CV include?**

- **Experience and achievements**

Medical experience and work is obviously the most relevant to your CV. Try and focus on how relevant the information you are putting on your CV is to the job you are applying for. When you refine your CV each year, put yourself in the place of the person responsible for selecting applicants, look at each part of your CV. Rationalise the importance of each entry, and evolve your CV appropriately.

Remember that everyone will have obtained similar experiences in terms of medical rotations, so think about anything that may differentiate you from others in this regard. If you have done something like this, position it on your CV to catch attention.

- **Further Study**

Further qualifications beyond your basic medical degree (and preceding your medical degree if you have done medicine as a postgraduate study) should always be included, in particular if this has relevance to your work as a doctor.

- **Exams**

If you have passed, post graduate medical exams make sure you include this on your CV, in particular if you have passed the RACP written and clinical examinations and are applying for advanced training.

- **Courses/Conferences/career development**

If you have gone out of your way to attend a local or international conference (i.e. American Thoracic Society meeting) as a BPT, please include this on your CV, it shows an interest in learning and progressing your career. Also of interest are things such as Professional Development or Management courses. Don't forget to include these.

- **Research and Publications**

Medical research and publication of research shows a strong interest in progressing medical knowledge and should definitely be included in your CV.

- **Referees**

Clinical referees are very important, however many people will have similar referee reports as these reports are often of a standardised format with tick boxes for unsatisfactory/at appropriate level/good/excellent and then an extra comments section. Try to think who you have worked well with, and who knows you and holds you in high regard, as they are more likely to provide extra insight in the extra comments section. The referee should ideally have worked with you in the last year.

### **How long should your CV be?**

There is no predefined CV length, however roughly a 2 page CV is usually adequate, (unless you have 23 publications to your name in which case this may take up 2 pages on its own). Your CV should detail, in roughly this order:

- Personal contact details
- Brief summary of you as a medical practitioner (achievements/skills/strengths)
- Professional Experience
- Qualifications
- Post graduate examinations
- Courses/Conferences/Career Development
- Research and Publications
- Interests/Extra-curricular
- Referees

In essence, your CV should concisely and efficiently summarise your work as a doctor and include other relevant experience (without including irrelevant areas), which helps differentiate you from the crowd of other applicants.

Finally make sure you check your CV for errors before submitting it.

## **Your wellbeing**

Your wellbeing and your self-care are very important. The Physician training team together with the Monash Health Wellbeing Officer are here to provide support as needed.

If you feel you need support you will have various options:

- Make an appointment with Claire or Siobhan
- Catch up with Tonina by dropping into the office or by phone
- Contact the Wellbeing Officer

Other supports available are:

- Monash Health People Assist Program – Converge International – Ph. 1300 687 327
- VDHP – Ph.(03) 9495 6011
- PANDA (for postnatal depression) Ph. 1300 726 306
- AMA Victoria Peer Support Service – Ph. 1300 853 338
- Beyond Blue [www.beyondblue.org.au](http://www.beyondblue.org.au)
- This way up [www.thiswayup.org.au](http://www.thiswayup.org.au)

Find more information on support services available to health professionals on the RACP website at

- [www.racp.edu.au/fellows/support-services-for-health-professional](http://www.racp.edu.au/fellows/support-services-for-health-professional)

Or call RACP Confidential Support Program on: 1300 687 327