SPECIAL SKILLS PLACEMENT – MEDICAL EDUCATION

1. PURPOSE AND SCOPE
The purpose of these guidelines is to outline the minimum criteria for accreditation of a special skills placement in Medical Education.

2. SUPERVISOR
The supervisor (s) will have significant experience and expertise in medical education. A post-graduate qualification in education is desirable.

3. PLACEMENT STRUCTURE
It is desirable that the placement be undertaken for 6-months at 1.0 FTE or 12 months at 0.5 FTE.

It should be recognised that differing placement lengths may determine differing learning objectives and duties.

4. DEMOGRAPHICS
The department or unit in which the trainee will work will be able to demonstrate a sufficient infrastructure for the conduct of medical education.

5. LEARNING OBJECTIVES
Medical education learning objectives will include, but are not limited to, the following:
- Understanding educational principles
- Gain knowledge and skills in various methods of education delivery
- Develop experience in teaching a range of participants
- Understand the principles of assessment
- Gain knowledge and skills in debriefing and feedback
- Develop skills in using medium and / or high fidelity simulation equipment (for simulation placements)

6. ACTIVITIES / DUTIES
The activities / duties that a trainee undertakes within a Medical Education placement must reconcile with the set learning objectives for the placement. For each learning objective, there should be documented activities / duties being undertaken in order for the trainee to achieve the objective.

6.1 Formal Instruction
The trainee will receive formal instruction with respect to many of the learning objectives via:
- Undertaking university subjects; and/or
- Completing medical education workshops or courses; and/or
- Receiving education from the placement supervisor (or equivalent) – demonstrated by a set curriculum and teaching program
6.2 Education

The trainee will undertake and largely complete at least one of the following:
- A medical education research project
- Development of an education module(s)

For placements involving simulation, the trainee will:
- Develop a simulation educational module
- Participate as faculty and as a facilitator in a recognised simulation course

7. SUPERVISION AND ASSESSMENT

Regular formal contact with the placement supervisor is required throughout the placement (e.g. weekly meetings).

For each activity / duty being undertaken to achieve a certain learning objective, it should be clear as to how it will be assessed that the trainee has successfully met the objective during the placement.

An initial orientation meeting at the start of the placement is required to ensure the trainee understands the learning objectives, how they will be achieved and how they will be assessed as being met. A mid-placement assessment is required to review the progress with respect to this.

7.1 Learning Portfolio

The trainee is required to maintain a Learning Portfolio in which all learning outcomes are documented in the ACEM Learning Needs Analysis (LNA). The trainee describes the activities they will perform to achieve the learning outcomes during their placement. In addition, the following should be included in the LNA:
- educational sessions delivered and/or attended
- supervisor meetings
- a copy of any research or project(s) performed
- any other related activities that align with the learning objectives of the placement

At the end of the placement, the supervisor will sign off that the trainee’s LNA has been reviewed and displays sufficient evidence that all learning objectives have been attained, as evidence for successful completion of the placement.

7.2 In Training Assessment (ITA)

An in training assessment must be completed every three months.

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Council of Education
Document implementation: Director of Training and Education
Document maintenance: Manager Accreditation
### Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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<tbody>
<tr>
<td>05</td>
<td>July 2015</td>
<td>Section 7 Changed Learning Portfolio and include LNA information and addition of ITA requirement. Addition of Section 8.</td>
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<tr>
<td>05-1</td>
<td>June 2017</td>
<td>Changed “Term” to “Placement”</td>
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