

Development of a VPMTTP Fellowship Position: Guidelines

When an Advanced Trainee in Palliative Medicine is nearing the completion of their training, he or she may wish to extend this by six (6) to twelve (12) months to further their experience. In developing a Fellowship position, it is important that the candidate focuses on the area(s) that require further improvement and have not been obtained throughout their training.

For 2017, The VPMTTP is able to provide funding for **one (1) x twelve (12) month Fellowship position**. These will provide the Fellows with further experience as they make the transition from registrar to consultant.

The development of these fellowships is based on the needs of the trainees, not the needs of the services.

Services need to be of sufficient size and complexity to be able to offer the Fellow the necessary experience and supervision.

Consultants need to be adequately experienced in three domains:

- Research
- Education, and
- Management/leadership/governance.

The Fellowship position can be tailored towards **two or three of the above domains** (you do not need to do all three)

The RACP Standards and Criteria for Advanced Training in Palliative Medicine have been considered when developing these guidelines as they form the basis for accreditation of all services.

Using the guidance below, your intended job plan will need to be discussed, developed and approved by the Service Director and/or their designee at your selected service site **before** completing and submitting the Fellowship application. PLEASE ALLOW SUFFICIENT TIME TO PLAN THIS.

On the day of their interview, applicants must be prepared to give a short ten (10) minute presentation that will outline and address what their objectives are in this Fellowship term.

For interview preparation, the candidate needs to do the following:

1. be able to identify and reflect on where their continued professional development as a specialist is required, and
2. demonstrate that a service director has been approached and a plan made to address point 1.

This will be reviewed and discussed at the time of the interview and is an integral part of the panel's assessment of the application, in addition to the responses to the interview questions.

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Below are the sections of the application form that will need to be completed – focussing on these will allow you to plan your fellowship position.

1. SERVICE SITE DESCRIPTION

Location and catchment, type of staffing, type of service and services provided

2. CLINICAL DUTIES AND RESPONSIBILITIES

Describe the plan of your clinical duties and responsibilities not to exceed 50% of Fellowship time

Select and complete a minimum of two (2) of the following domains:

3. RESEARCH BASED EXPERIENCE

Please provide details of your plan to improve your research knowledge and skills. If you are planning a project, choose a topic of interest and develop a research question. Any research project must be completed by the end of your Fellowship term and results included in your final written report. Please give initial details of a project plan/timeline.

If your position does not contain a research element, please write 'NOT APPLICABLE' in the box

4. EDUCATION BASED EXPERIENCE

Please provide details of your plan to improve your skills as an educator.

(Teaching and supervision: students, junior doctors, registrars – journal club, presentations, case studies, etc...)

If your position does not contain an education element, please write 'NOT APPLICABLE' in the box

5. MANAGEMENT / LEADERSHIP / GOVERNANCE BASED EXPERIENCE

Please provide details of your plan to improve your experience of management/ leadership/ governance.

A consultant should have an adequate understanding of effective leadership and be able to outline the managerial aspects of running a palliative care service.

If your position does not contain a management element, please write 'NOT APPLICABLE' in the box.

At the completion of the Fellowship Term, a brief written report of approximately 1000 words will be required that outlines how you have successfully achieved your goals and objectives for the term, and if you encountered any obstacles.

This will be submitted to the VPMT Medical Training Coordinator one (1) week prior to the end of the Fellowship term.