



**JUNIOR
MEDICAL OFFICER
FORUM**
NORTHERN TERRITORY

Northern Territory Junior Medical Officer Forum

Terms of Reference

Mission

1. To provide a forum for discussion between Junior Medical Officer (JMO) representatives from across the Northern Territory on issues that affect JMOs.
2. To work in partnership and collaboratively with the Northern Territory Prevocational Medical Assurance Services (NT PMAS), health service administrations, government and other stakeholders to address issues affecting JMOs.
3. To engage in a collaborative territory-wide approach to advocacy for JMOs.
4. To ensure representation of JMOs at territory and national meetings and to stakeholder groups and external organisations.

Scope

The NT JMOF will concern itself with the advocacy on behalf of JMOs only. This advocacy and information will be restricted to advising and commenting on the healthcare system and process itself and its impact on the health and well-being of junior doctors. The NT JMOF may discuss industrial related matters but refer those concerns to those external bodies best suited and prepared to address the issues raised.

Roles and Responsibilities of the Forum

1. Advocate
 - a) Advocacy on behalf of JMOs working within Top End Health Service (TEHS) or Central Australia Health Service (CAHS) in the domains of;
 - i. Education and training
 - ii. Rostering and staffing
 - iii. Placements and remote sites
 - iv. Health and well-being
2. Advise
 - a) The relevant organisations and departments on matters that effect JMOs in the NT, after consultation through the JMO workforce.
 - i) The NT JMOF will seek to be represented within each health service related committees or within related organisations to collaborate on local and national health initiatives that will impact on JMOs providing advice and feedback. This may also be on an ad hoc or one off basis.

- ii) This may include local low risk and optional data collection (e.g. surveys, vacancy information)
- 3. Disseminate
 - a) The NT JMOF will be required to disseminate the position statements/papers and advice given or presented on behalf of the JMOs to its members and stakeholders (outlined below).
 - b) The NT JMOF executive committee will also disseminate information relating to new and ongoing issues affecting or that will have an impact on the JMOs locally and nationally.
 - c) The NT JMOF will also be responsible for disseminating the position statements/papers and feedback of the Australasian Junior Medical Officer Committee (AJMOC).
 - d) The NT JMOF dissemination of information will be timely.

Membership

1. All JMOs working within the NT will be considered full members of the forum
 - a) Members can supply agenda items to the Executive Committee and attend all meetings of the NT JMOF.
2. All Northern Territory Medical students studying at the Flinders NT campus will be considered honorary members
 - a) These members will be encouraged and may attend any NT JMOF meetings and may supply agenda items which may be added at the discretion of the secretary.
3. The Forum executive will consist of at least three individuals those being;
 - a) A representative nominated by the TEHS Top End Medical Society (TEMS)
 - b) A representative nominated by the CAHS RMO society
 - c) A member of the FMSS NT executive committee
4. The Chair of the Forum will be the member nominated and elected by CAHS or TEHS junior medical officers
5. The Secretariat will be the member nominated and elected by CAHS or TEHS junior medical officers who are not the forum chair
6. Any number of additional positions may be created within the forum executive by the endorsement of both the current forum Chair and Secretariat as required
 - a) These additional positions are temporary and end at the first meeting per calendar year of the forum meeting schedule, unless the forum executive determines a one off extension is required to complete an NT JMOF project.

Conduct of Meetings

1. The Forum will meet at least eight times over the course of a calendar year
 - a) Meetings should be publicised at least two weeks in advance with acceptance of agenda items up until 72 hours prior to meeting.
 - b) Meeting agenda should be publicised 24 hours prior to meeting.
2. The Chair and Secretariat should make a concerted effort to allow those in remote sites to attend via video or teleconference.
3. On the occasion of a vote, all members attending will cast one vote with the winning motion passed by simple majority.
 - a) A tied vote will be won by the motion voted for by the Forum Chair.
4. Standing items at each meeting will be as follows;
 - a) Apologies/Attendance
 - b) Acceptance of previous minutes
 - c) Action items
 - d) Conflict of Interest disclosure
 - e) Non-minuted discussion within voting attendees
 - f) Report from Chair
 - g) Submitted agenda items
 - h) Business arising
 - i) Next meeting
5. Minutes will be distributed no later than 72 hours post meeting completion.

Reporting

The NT JMOF will disseminate discussions and advice to its stakeholders in a timely manner.

These stakeholders include, but are not limited to;

- JMOs and NT Bonded Medical Scheme (NTMBS) students
- TEMS and ASH RMO Society
- NT PMAS
- Health Services MEUs
- AJMOC

Resourcing

The NT JMOF will be a volunteer-led organisation. Funding arrangements for specific goals or on an ongoing basis may be sought, with the prior approval from the Forum Executive Committee and the NT PMAS.