



HSS REGISTERED

Coordinator Medical Education

Health Salaries Officers Agreement: Level G8

Position Number: 603114

Post Graduate Medical Education / SOLD / Clinical Operations

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Director Safety Organisational Learning and Development
Medical Practitioners Agreement: MP Year 1-9
Position Number: 104971



Director Medical Education
Medical Practitioners Agreement: MP Year 1-9
Position Number: 102468



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Deputy Director Medical Education, MP: Year 1-9, 0.20fte.
- Director Basic Physician Training, MP: Year 1-9 0.30fte.
- Director Clinical Training-Medical, MP: Year 1-9 0.20fte.
- Director of Clinical Training-Surgical, MP: Year 1-9, 0.20fte.
- Senior Anaes Registrar, MP: Year 7, 0.44fte.
- Senior Medical Registrar, MP: Year 1, 1.00fte.
- Coordinator, Medical Education, HSO G8, 1.00fte.
- Medical Education Officer, HSO G6, 1.00fte.
- Admin Officer, HSO G4, 1.00fte.
- Admin Officer, HSO G3, 1.00fte.

Key Responsibilities

Lead, coordinate and manage the administrative activities of the Postgraduate Medical Education Unit. Developing processes and procedures to ensure the orientation, accreditation, education, training, mentoring and supervision of RPH doctors is in accordance with the requirements of the medical specialty Colleges and Postgraduate Medical Council of Western Australia (PMCWA). Assisting the Director in integrating the vocational (Registrar, Senior Registrar, Fellow & Consultants) prevocational (Intern & Resident/RMO) and service streams of the RPH Post Graduate Medical Education Unit (PGME). Coordinating the delivery of education and training programs for medical staff employed by Royal Perth Bentley Group (RPBG).

Brief Summary of Duties (in order of importance)

1. Coordination of medical education and training programs.

- 1.1 Provides advice about standards, other relevant requirements and matters related to medical education and the RPH medical training programs.
- 1.2 Facilitates the delivery of medical education to medical staff (including interns, resident medical officers, registrars, senior registrars, fellows and consultants) in accordance with medical specialty Colleges and the Postgraduate Medical Council of Western Australia (PMCWA) requirements.
- 1.3 Under the direction of the Director Medical Education, and in consultation with the Director Clinical Training and other relevant stakeholders, coordinates the planning of educational and training programs for RPH medical staff, including identifying gaps and programs required to comply with applicable standards.
- 1.4 Assists the Director to ensure the RPH medical staff orientation, education, supervision and training programs integrate effectively with state and area wide programs and are enhanced to meet changing needs of medical staff, the Hospital and applicable standards.
- 1.5 Supports the development and evaluation of innovative education models, programs and strategies including Inter-professional Education (IPE) and Inter-professional Practice (IPP)
- 1.6 Assists in the development and delivery of, and where required deliver, clinical teacher in-service activities relating to medical staff education, teaching and supervision.
- 1.7 Oversees the development, implementation (including trials) and evaluation of educational resource material and assessment tools for RPH medical staff education.
- 1.8 Oversees the RPH Post Graduate Medical Education Unit (PGME) webpage and intranet site.
- 1.9 Coordinates career information sessions for medical staff.

2. Management

- 2.1 Provides leadership and direction within the RPH Postgraduate Medical Education Unit, promoting the organisational culture in line with RPH vision and values, with a commitment to continuous improvement.
- 2.2 Develops, implements and evaluates MEU policies, procedures and processes, to ensure compliance with all relevant standards and training and education principles.
- 2.3 Represents the RPH Postgraduate Medical Education Unit at relevant internal and external committees as required by the Director.
- 2.4 Establishes and maintains effective relationships with internal and external stakeholders, customers, to ensure services are appropriate and respond to hospital and customer needs.
- 2.5 Supports the Director with Postgraduate Medical Education Unit special projects including grant submissions as required.

3. Coordination of the accreditation of RPH medical staff positions

- 3.1 Supports the Director Medical Education in coordinating all activities associated with accreditation surveys undertaken by the medical specialty Colleges and Postgraduate Medical Council of Western Australia (PMCWA) for RPH vocational and prevocational training positions.
- 3.2 Monitors compliance and provides support to all departments to ensure compliance with the medical specialty College and PMCWA accreditation standards.
- 3.3 Coordinates the application of a RPH medical staff assessment framework that ensures valid methods of effective formative and summative performance assessment, and meets medical specialty College and PMCWA requirements.
- 3.4 Coordinates medical staff term assessments in conjunction with the relevant Head of Specialty and provides the assessment documentation to the relevant department.
- 3.5 Proactively provides guidance and assistance to supervisors of medical staff identified as requiring further medical education.
- 3.6 Liaises with Medical Administration Services regarding the rotation matrices to ensure medical accreditation, Medical Board of Australia and training requirements will be met.
- 3.7 Liaises with Medical Administration regarding information provided to prospective medical staff.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- 4.3 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- 4.4 Participates in a continuous process to monitor, evaluate and develop services and performance.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated ability to provide leadership, facilitate effective teamwork and to liaise with a broad range of stakeholders.
2. Demonstrated advanced knowledge of contemporary education and training principles and practices, and experience in education and training program development, implementation and evaluation.
3. Demonstrated advanced problem solving skills including the ability to conceptualise, analyse and implement solutions.
4. Highly developed communication and interpersonal skills including demonstrated negotiation and conflict resolution skills.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Previous experience in delivering medical education services in a tertiary teaching hospital.
2. Knowledge of current standards relevant to comply with specialty Colleges and the Postgraduate Medical Council of Western Australia (PMCWA).
3. Tertiary qualifications in a health and/or education/teaching discipline.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
Lucy Kilshaw	HE48355	03/08/2017	
Manager / Supervisor	Signature or	HE Number	Date
_____	_____	_____	_____
Dept. / Division Head	Signature or	HE Number	Date
_____	_____	_____	_____
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
_____	_____	_____	_____
Occupant Name	Signature or	HE Number	Date
Effective	_____	_____	_____
HSS Registration Details (to be completed by HSS)			
Created on	October 2017	Last Updated on	November 2017
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