



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

		<b>Position No:</b>	<b>614410</b>
<b>Division:</b>	<b>WA Country Health Service</b>	<b>Title:</b>	<b>Medical Education Officer</b>
<b>Branch:</b>	<b>Area Office</b>	<b>Classification:</b>	<b>HSO Level G6</b>
<b>Section:</b>	<b>Medical Education Unit</b>	<b>Award/Agreement</b>	<b>Health Salaried Officers Agreement</b>

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b> Director Postgraduate Medical Education <b>Classification :</b> SMP Year 1-9 <b>Position No:</b> 614409	<b>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</b>  <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"> <b>Title</b> </div>
	↑	
	<b>Title:</b> Senior Project Officer <b>Classification :</b> HSO Level G8 <b>Position No:</b> 614958	
Responsible To	↑	
	<b>Title:</b> Medical Education Officer <b>Classification :</b> HSO Level G6 <b>Position No:</b> 614410	
This position	↑	

Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

### Section 3 – KEY RESPONSIBILITIES

- As part of the central Medical Education Unit (MEU) this role is responsible for the accreditation, organisation and evaluation of medical training of junior doctors in WACHS. Responsible for ensuring that organisational and management support is provided for the education and training of junior medical staff.
- Assist with educational activities, orientation and external education programs to ensure the ongoing development of medical staff.
- Coordinate and administer the daily activities of the Postgraduate Medical Education Department (PGME).
- Assist the Director of Postgraduate Medical Education (DPGME), the Director of Clinical Training (DCT) and the regional Medical Education Officers (MEOs) with the organisation of training and the supervision of junior medical staff (interns, residents and registrars) in accordance with the requirements of the Postgraduate Medical Council of Western Australia (PMCWA).

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

## **OUR PURPOSE**

Working together for a healthier country WA

## **WHAT WE STAND FOR**

***A fair share for country health*** – securing a fair share of resources and being accountable for their use.

***Service delivery according to need*** – Improving service access based on need and improving health outcomes.

***Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.

***Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

## **OUR VALUES**

***Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.

***Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.

***Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.

***Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.

***Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. Transparency.

WA Country Health Service –  
Central Office

23 September 2016  
REGISTERED

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#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
1	Liaise, support and work with the Medical Education Officers (MEOs) and Directors of Clinical Training (DCTs) in each of the WACHS regions.		
2	Coordinate, organise and evaluate medical educational support for and training of junior doctors in WACHS.		
3	Plan, organise, execute and evaluate orientation programs for all junior medical staff.		
4	Organise, run, assess and develop educational training courses, including development of examinations, in conjunction with the Director of Postgraduate Medical Education (DPGME) and DCTs.		
5	Assist individual departments with the development and evaluation of educational programs.		
6	Liaise with the Postgraduate Medical Council of Western Australia (PMCWA), the Department of Health (DoH) and other Metropolitan Medical Education Officers (MEOs) to help develop educational and organisational initiatives and support structures to facilitate junior doctor training.		
7	Develop professional relationships with junior medical staff in order to provide career support and mentoring. Identify junior doctors in difficulty and refer them to the DCT where appropriate.		
8	Prepare for and oversee the regular accreditation surveys undertaken by PMCWA.		
9	Represent the Postgraduate Medical Education Department on relevant committees throughout WACHS, DoH and PMCWA.		
10	Take responsibility for tracking expenditure for medical education programs.		
11	Other duties as determined by the DPGME.		
The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.			

FREQUENCY: D - Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually

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## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Understanding of or the ability to acquire the principles of education and training program development, implementation and evaluation in health or related fields.
2. Excellent organisational, research, consultation and communication skills (both oral and written).
3. Knowledge and understanding of continuous quality improvement principles and experience in their practical application.
4. Ability to generate enthusiasm, a resourceful and resilient personality and an approachable and tactful manner.
5. Ability to work effectively both independently and as a member of a team.
6. Proficient computing skills, including word processing, presentations, spreadsheets, internet, database and email applications.

### DESIRABLE

1. Possession of tertiary qualifications in an education or health discipline or relevant work experience.
2. Knowledge of the roles and training pathways of junior medical staff in teaching hospitals and/or associated health care facilities.
3. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.

## Section 6 – APPOINTMENT FACTORS

Location	Area Office	Accommodation	N/A
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Able to undertake travel involving overnight stays</li> </ul>		
Specialised equipment operated			

## Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Executive Services

Signature and Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Chief Executive Officer

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

