



HSS registered May 2017

Senior Registrar – Medical Education
WA Health System - Medical Practitioners - AMA Industrial Agreement;
MP Year 1-2
Position Number: 007734
Medical Education Unit; Clinical Services
Fiona Stanley Fremantle Hospital Health Group; South Metropolitan Health Service

Reporting Relationships

Director Medical Education
 Position Number: 113494



Director Physician Training
 Position Number: 114678



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		

Also reporting to this supervisor:

- Nil



Key Responsibilities
 Provides support for medical education relevant to basic physician training within the Royal Australasian College of Physicians (RACP) South Metropolitan Health Service (SMHS) West region based at Fiona Stanley Hospital (FSH). Develops and evaluates innovative education models, programs and strategies directed towards physician training in conjunction with the Director of Physician Training (DPT).

Brief Summary of Duties (in order of importance)

1. Medical education duties

- 1.1 Under the direction of the Director of Physician Training (DPT) this role is responsible for:
 - 1.1.1 Provide education, training and support to the basic physician trainees located within the South Metropolitan Health Service (SMHS) West region.
 - 1.1.2 Organise the annual Royal Australasian College of Physicians (RACP) clinical examination day for the SMHS West region held at Fiona Stanley Hospital (FSH).
 - 1.1.3 Plan, implement, coordinate and evaluate basic training program tutorials, workshops and events including but not limited to:
 - Weekly physician trainee tutorial programs (includes program planning, setting objectives, coordinating Consultant/Registrar presentations and facilitating sessions).
 - Written and clinical examination preparation activities such as:
 - Coordinating clinical tutors and mentoring.
 - Weekly short and long cases coordination
 - Inter-hospital Saturday basic and advanced physician training exams.
 - Mock Multi-Choice Question (MCQ) and clinical exams.
 - Other regular education activities for basic and advanced trainees including RACP/PREP training sessions.
 - 1.1.4 Contribute as a facilitator or presenter at various FSH medical staff activities, such as:
 - Weekly intern, resident medical officer tutorials or hospital or departmental grand rounds.
 - Intern orientation week.
 - Other medical staff induction, orientation or education sessions.
 - Annual FSH medical staff recruitment and career information sessions.
 - Teaching on the run workshops.
 - Medical Emergency Team (MET) training activities, as requested by the Director of Clinical Training – Simulation.
 - 1.1.5 Liaise with and build professional relationships with the basic physician trainees in order to provide support and advice.
 - 1.1.6 Assist the DPT in acting as an advocate for improvements for basic physician trainees and assist with addressing associated issues and problems.
 - 1.1.7 Provide advice, guidance and assistance to Medical Workforce regarding any roster, timetable and other basic physician issues within FSH and affiliated sites.
 - 1.1.8 Assist with creating, editing, updating and maintaining FSH medical staff publications including:
 - FSH medical education and/or relevant doctors intranet or internet sites
 - Unit/term description or timetables.
 - Orientation and handover materials.
 - 1.1.9 Assist the DPT with the selection of candidates into the physician training program.
 - 1.1.10 Assist the DPT in assessing basic and advanced training professional development leave applications.
 - 1.1.11 Assist with performance management and mentoring of basic and advanced physician trainees.
 - 1.1.12 Participate on relevant FSH committees as requested by the DPT or Director of Medical Education.
 - 1.1.13 Participates in and assists with organising RACP and other accreditation visits.
 - 1.1.14 Special projects and other duties as required.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Registered as an Advanced Trainee with the Royal Australasian College of Physicians (RACP) or equivalent.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support.
4. Demonstrated effective interpersonal and communication skills to interact with patients, their families, medical students, junior doctors, other staff and staff at all levels.
5. Ability to work effectively, as a member of a team in a multidisciplinary environment.
6. Demonstrated organisation and time management skills.
7. Self-motivated and able to initiate and develop projects and improvements.

Desirable Selection Criteria

1. Demonstrated commitment to ongoing education and research.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- 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.

Dr Abu Abraham

HE82797

27/04/2017

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

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 Date

HSS Registration Details (to be completed by HSS)

Created on

Last Updated on

3 May 2017 HE02480