



DoH Registered

Director Paediatric Education – Advanced Training

Medical Practitioners Agreement; MP Year 1-9

Position Number: 00014195

Medical Services

Perth Children’s Hospital / Nedlands

Reporting Relationships

Executive Director – Medical Services
 MP Year 1-9
 00013960



Director Post Graduate Medical Education
 MP Year 1-9
 00012830



This Position



Reporting to this position:

Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Director Paediatric Education
- Director Clinical Training
- Simulation Medical Consultant
- Medical Education Officer
- Medical Education Registrar
- Chief Registrar
- PGME Administrative Assistant

Key Responsibilities

The Training Program Director for Advanced Training has the primary responsibility of providing leadership and co-ordination of the delivery of advanced training in Paediatrics including planning, implementing and overseeing the Advanced Training Program in General Paediatrics and the Advanced Training Program Paediatric sub specialties at CAHS. Supports and facilitates the delivery of the RACP advanced training curriculum. Train, upskill and support Advanced Training supervisors as required.

Brief Summary of Duties

1. Oversees the Advanced Training program in General Paediatrics and Paediatric subspecialties within CAHS ensuring accordance with the RACP training objectives curricula requirements, policies and accreditation standards as well as with the values, policies and service requirements of the hospital and the health service.
2. Supports the Director of Post Graduate Medical Education (PGME) in planning and implementing an effective training program in Paediatrics and sub-specialities across WA.
3. Supports the Director of PGME in the development implementation and administration of a Network in Paediatric Training across WA.
4. Works in conjunction with the departments to ensure that the site accreditation for advanced Training is maintained.
5. Ensures that the RACP and CAHS standards of teaching and supervision are met and that the trainees will contribute to the delivery of high quality patient care both at the primary hospital and at all secondment sites through;
 - Regular liaison with site directors of training, health service administrators, supervisors and trainees.
 - Ensuring that all sites in the stream participate in the training program and continue to meet College accreditation standards for advanced training.
 - Ensuring completion of trainee evaluation reports where required and appropriate response to any concerns raised by advanced trainees.
 - Appropriate escalation of unresolved concerns that are raised by trainees or supervisors initially to the Director of PGME, and where appropriate, to the relevant governance bodies at the hospital, health service and college levels.
 - Leading and supporting innovations in teaching, supervision and delivery of the advanced training program.
6. Formulates a program of educational activities aimed at advanced trainees (for example grand rounds, journal clubs, structured educational activities, simulation) including;
 - Supporting and facilitating the delivery of the RACP advanced training curriculum.
 - Contributing to the strategic direction of the Paediatric Advanced Training Program in collaboration with the WA Paediatric training network, any relevant national, state-wide or local training committees, RACP accredited training settings and other Training Program Directors.
 - Liaising with the College where curricula requirements are not met or in circumstances where substantial risks to comprehensive training exist.
 - Participating in the annual Written and Clinical RACP examinations as a Local or National Examiner.
 - Contributing to PCH, CAHS or state-wide policies and discussions regarding the delivery of Paediatric training in WA.
7. Provides leadership and support within the workplace, especially with advancing the quality of supervision including;
 - Supervising Advanced Trainees and work closely with term supervisors (Term/site Supervisors), Educational Supervisors and Professional Development Advisors.
 - Liaising with Supervisors of Advanced Training in other specialties to determine opportunities for broader hospital-wide educational events.
 - Liaising with senior medical staff for the development of educational programs and supervisor support.
 - Training, educating and upskilling advanced training supervisions at PCH.
8. Act as a champion and advocate for Paediatric advanced trainees and the training program within Western Australia through;
 - Supporting all Advanced Trainees including those on rotation to secondment sites with any difficulties they may experience in training.

- Assisting supervisors who are supporting and managing a trainee in difficulty, in accordance with the RACP Trainee Support Policy and Pathway and the local hospital/health service policies and procedures.
 - Providing pastoral care and support for supervisors and trainees.
 - Advocating for the appropriate resourcing and infrastructure for the Paediatric Advanced Training Program within Western Australia including funding, teaching, learning and resources, and recognised time for educational supervision activities.
9. Contributes, where required, to educational programs for other junior medical staff, including working collaboratively with Director of PGME, Directors of Clinical and Basic Training and members of Medical Education (including Simulation Education).
 10. Participates in the selection process of Basic and Advanced Trainees and in term-allocations.
 11. Evaluates and promotes continuous quality improvement of training programs and supervisor professional development with regular auditing.

CAHS Duties

- Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Performs duties in accordance with Government, WA Health, Child and Adolescent Health Service and Departmental/ Program Specific Policies and Procedures.
- Performs duties in line with the National Safety and Quality Health Services Standards and within best practice.
- Participates in a continual process to monitor, evaluate and improve patient safety and ensuring that services are family centred.
- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Registered with the Medical Board of Australia as a specialist
2. Fellowship with the Royal Australian College of Physicians (Paediatrics).
3. Demonstrated experience and commitment to clinical teaching and clinical research.
4. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills with an ability to liaise effectively with individuals and the multidisciplinary team.
5. In-depth knowledge of RACP Training Program requirements, curricula, education policies and accreditation standards.
6. Demonstrated commitment to meeting the Standards for Educational Leadership and Supervision, and principles outlined in the “RACP Educational Leadership and Supervision Policy”.
7. 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. Qualification in adult education and learning principles.
2. Experience in leadership and management.
3. Experience leading the implementation of change initiatives.
4. Certification of completion of all three SPDP workshops.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- 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.

.....
Manager / Supervisor Name

.....
Signature or

.....
HE Number

.....
Date

.....
Directorate/ Dept. 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 Date

HSS Registration Details (to be completed by HSS)

Created on

July 2018

Last Updated on

12/10/2018