

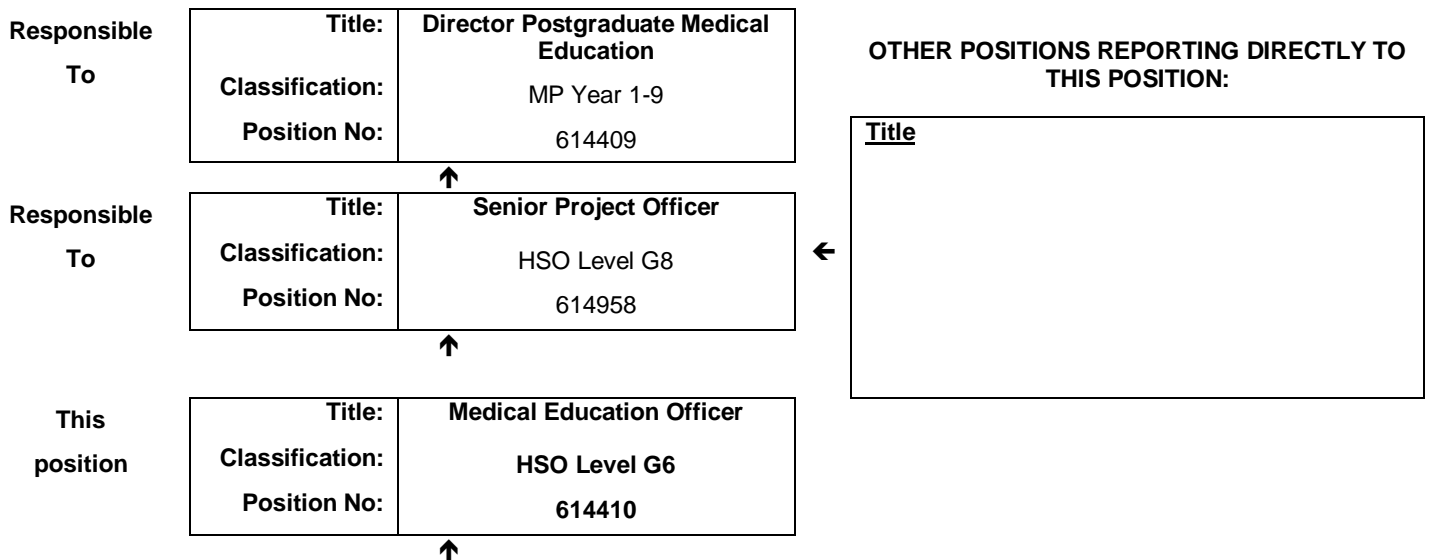


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

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

Section 2 – POSITION RELATIONSHIPS



| | |
|--|---|
| 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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

| Duty No. | Details | Freq. | % |
|-----------------|---|--------------|----------|
| 1.0 | Liaise, support and work with the MEOs and DCTs in each of the WACHS regions. | | |
| 2.0 | Coordinate, organise and evaluate medical educational support for and training of junior doctors in WACHS. | | |
| 3.0 | Plan, organise, execute and evaluate orientation programs for all junior medical staff. | | |
| 4.0 | Organise, run, assess and develop educational training courses, including development of examinations, in conjunction with the DPGME and DCTs. | | |
| 5.0 | Assist individual departments with the development and evaluation of educational programs. | | |
| 6.0 | Liaise with the 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. | | |
| 7.0 | 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. | | |
| 8.0 | Prepare for and oversee the regular accreditation surveys undertaken by PMCWA. | | |
| 9.0 | Represent the PGME Department on relevant committees throughout WACHS, DoH and PMCWA. | | |
| 10.0 | Take responsibility for tracking expenditure for medical education programs. | | |
| 11.0 | 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. | | |

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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.
7. Current C Class drivers licence.

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

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|---|---|----------------------|--|
| Location | Perth | Accommodation | |
| Allowances/ Appointment Conditions | Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class drivers licence • Ability to undertake travel involving overnight stays | | |
| 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

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

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
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