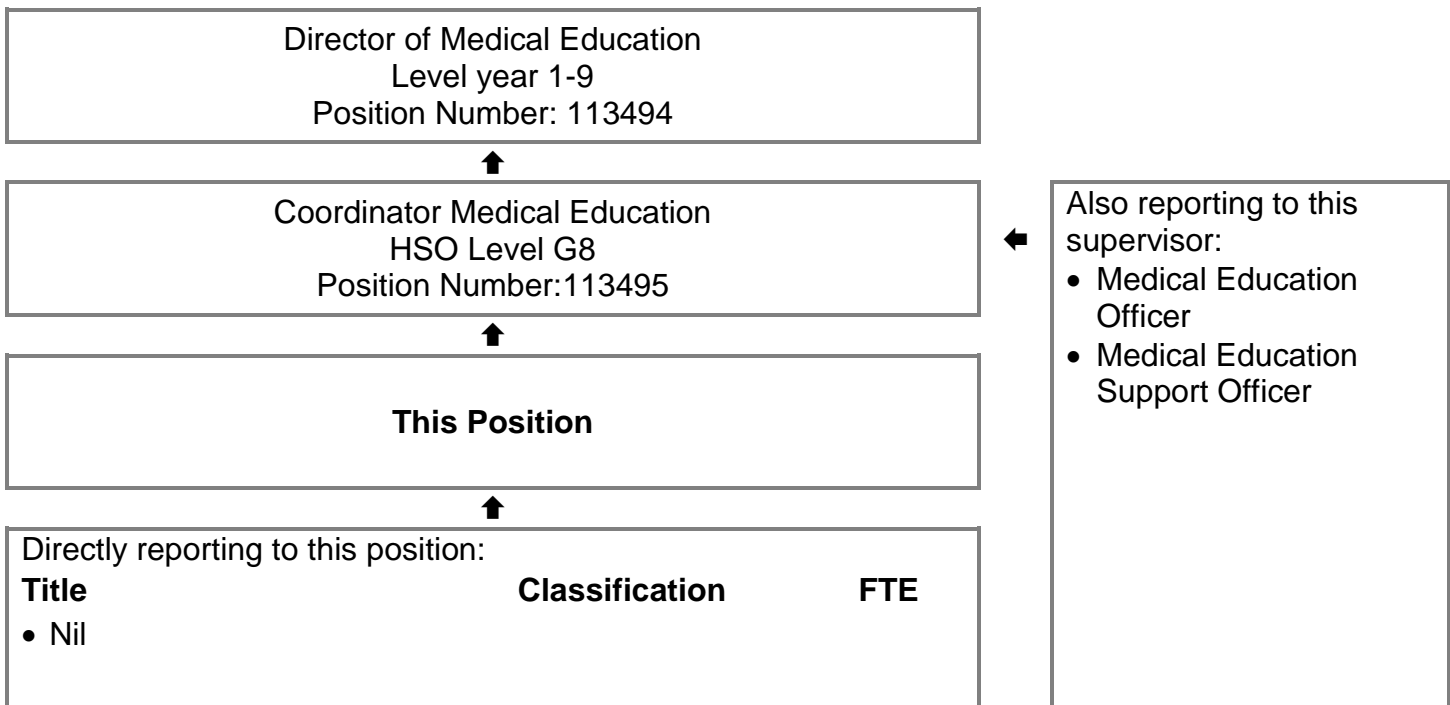




**HSS Registered**

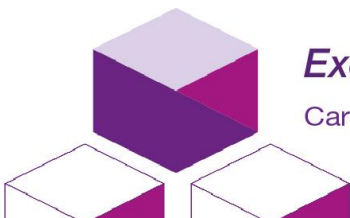
**Medical Education Officer**  
**Health Salaried Officers Agreement: HSO Level G6**  
**Position Number: 114161**  
**Medical Education Unit / Clinical Services**  
**Fiona Stanley Fremantle Hospital Group**

**Reporting Relationships**



**Key Responsibilities**

Assists the Coordinator Medical Education, Director/Deputy Director of Medical Education, Directors of Clinical/Specialty Training and Medical Education Registrars with organising the orientation, accreditation, education, training, mentoring and supervision of medical staff employed by Fiona Stanley Fremantle Hospital Group (FSFHG). This is in accordance with the requirements of the Postgraduate Medical Council of Western Australia (PMCWA) and the medical specialty Colleges.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Orientation, education and training of FSFHG medical staff and students (40%)

- 1.1 Plan, organise, implement and evaluate orientation programs for all medical staff employed by Fiona Stanley Hospital (FSH), including preparation of orientation material.
- 1.2 Organise, develop, implement and assess educational training programs for FSH medical staff.
- 1.3 Organise, coordinate and conduct FSH Medical Education Unit (MEU) events (e.g. intern orientation week, resident & registrar orientation, weekly tutorials, student information nights, career information sessions, Resident Medical Officer Society functions).
- 1.4 Coordinate, plan and evaluate train the trainer programs (e.g. Teaching On The Run) for FSH medical staff.
- 1.5 Develop trial and evaluate educational resource material and assessment tools for medical staff education programs.
- 1.6 Produce marketing materials including brochures, flyers and posters for MEU tutorials and events.
- 1.7 Maintain MEU webpage and intranet site.
- 1.8 Liaise with other Departments regarding information given to junior doctors.
- 1.9 Liaise with the medical specialty Colleges, Postgraduate Medical Council of Western Australia (PMCWA), the Department of Health, the Coordinator Medical Education and other Medical Education Officers to help develop educational and organisational initiatives and support structures to facilitate junior doctor training.

### 2. Support and assistance of FSFHG medical staff and students (25%)

- 2.1 Develop professional relationships with medical in order to provide career support and guidance. Identify junior doctors in difficulty and refer them to the Director of Medical Education (or delegate) where appropriate.
- 2.2 Coordinate the junior doctor term assessment process and assist with providing feedback to junior doctors.
- 2.3 Coordinate the end of term evaluation feedback survey process and assist with providing feedback to Departments.
- 2.4 Assist the Coordinator Medical Education, Deputy Director and Director of Medical Education with reviewing medical staff performance and senior medical officer supervision and monitoring of ongoing performance management plans.
- 2.5 Assist the Coordinator Medical Education, Deputy Director and Director in liaising with Term Supervisors and Departments regarding medical staff issues.
- 2.6 Assist the Coordinator Medical Education, Deputy Director and Director in acting as an advocate for improvements for medical staff orientation, education, training and supervision.
- 2.7 Assist and support the FSH Stanley Medical Officer Society (SMOS).
- 2.8 Organise career information sessions for junior medical staff.

### 3. Coordinate and prepare for accreditation of FSFHG junior medical officer positions (20%)

- 3.1 Plan, prepare, organise and assist with the regular accreditation survey visits undertaken by the medical specialty Colleges and Postgraduate Medical Council of Western Australia (PMCWA) for FSH vocational and prevocational training positions.
- 3.2 Monitor and assist departments in complying with the medical specialty College and PMCWA accreditation standards.
- 3.3 Undertake PMCWA accreditation visits as a Support Surveyor as required.

### **4. Other duties (15%)**

- 4.1 Assists with supervising and providing guidance to FSFHG MEU Medical Education Support Officers and Medical Education Unit Registrars.
- 4.2 Assists with management of the FSFHG MEU finances, human resource requirements, day to day operations and planning (including strategic planning).
- 4.3 Cover other FSFHG Medical Education team members on leave, as required. This may include covering some duties for the Medical Education Support Officers, other Medical Education Officers and the Coordinator Medical Education (which will involve supporting both the vocational and prevocational trainee streams of Medical Education).
- 4.4 Represents FSFHG MEU on relevant committees and at relevant conferences.
- 4.5 Manage and assist with FSFHG MEU special projects including grant submissions and special events.

### **5. SMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **6. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated advanced knowledge and experience in project development, implementation and evaluation or coordinating education and training (not delivering).
2. Demonstrated excellent organisational skills with a high attention to detail.
3. Highly developed communication and interpersonal skills including demonstrated negotiation and conflict resolution skills.
4. Demonstrated experience in providing a customer focused service, and providing support to customers within a diverse work environment.
5. Proven ability to work effectively both independently and as a member of a team demonstrating resourcefulness and resilience.
6. Proficient computing skills, including word processing, presentations, spreadsheets, internet, database and email applications

### Desirable Selection Criteria

1. Knowledge of the roles of junior medical officers in teaching hospital and/or associated health care facilities.
2. Tertiary qualifications in a relevant discipline.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

### Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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
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
	January 2020