



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	616139
Division:	Central Office	Title:	Director Clinical Training
Branch:	Medical Services	Classification:	MP Year 1-9
Section:	Medical Education Unit	Award/Agreement	Medical Practitioners Agreement

### Section 2 – POSITION RELATIONSHIPS

Responsible To	<table><tr><td>Title:</td><td>Executive Director Medical Services</td></tr><tr><td>Classification:</td><td>MP Year 1-9</td></tr><tr><td>Position No:</td><td>613393</td></tr></table>	Title:	Executive Director Medical Services	Classification:	MP Year 1-9	Position No:	613393	<div>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</div> <div><div>Title</div><div>Manager – Medical Education</div><div>Registrar – Service – Medical Education</div><div>Medical Education Registrar</div></div>
	Title:	Executive Director Medical Services						
Classification:	MP Year 1-9							
Position No:	613393							
Responsible To	<div>↑</div> <table><tr><td>Title:</td><td>Director Medical Education</td></tr><tr><td>Classification:</td><td>MP Year 1-9</td></tr><tr><td>Position No:</td><td>614409</td></tr></table>	Title:	Director Medical Education	Classification:	MP Year 1-9	Position No:	614409	
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<b>Positions under direct supervision:</b>	<b>Other positions under control:</b>				
<table><tr><td>Position No.</td><td>Title</td></tr></table>	Position No.	Title	<table><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
Position No.	Title				
Category	Number				

### Section 3 – KEY RESPONSIBILITIES

Oversee the coordination of the Rural Generalist Pathway from medical school to continuing professional development. Liaise with local and national stakeholders relating to rural generalist training in WA. Provide leadership to staff within the Medical Education Unit (MEU) Rural Generalist Pathway Coordination Unit and regional Directors of Clinical Training (DCTs) and Medical Education Officers (MEOs) supporting rural generalist trainees. Provide governance over the accreditation, reporting and operational requirements of WACHS as the coordinating unit in WA supporting the National Rural Generalist Pathway.

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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 MISSION**

To deliver and advance high quality care for country WA communities

## **OUR VISION**

To be a global leader in rural and remote healthcare

## **OUR STRATEGIC PRIORITIES**

***Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

***Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most

***Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

***Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance

***Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

***Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system

***Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

## **OUR VALUES**

***Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

***Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

***Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

***Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.

***Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

***Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<b><u>Strategic Management</u></b>		<b>60%</b>
1.0	Provides strategic vision, direction and coordination for rural generalist training in WA in accordance with requirements of the Medical Board, GP Colleges, Postgraduate Council of WA (PMCWA) and WACHS.		
1.1	Provide specialist advice regarding rural generalist training requirements within WACHS and coordinate with external agencies as required		
1.2	Expand, facilitate and promote simulation education throughout WACHS, particularly related to meeting requirements for rural generalist training and post fellowship continuing professional development accredited activities.		
1.3	Liaise with other Health Service Providers (HSPs) regarding rotation between metropolitan and WACHS sites for rural generalist trainees.		
1.4	Provide advice and support to the Directors of Clinical Training (DCTs) and clinical teachers in relation to rural generalist training in WA.		
1.5	Encourage and facilitate collaborative research in medical education particularly regarding clinical teaching and education, and Simulation Education.		
1.6	Chair the WACHS Rural Generalist Reference Group stakeholder meeting.		
1.7	Participate in external initiatives as the WACHS representative for rural generalist training and rural general practice training in WA.		
1.8	Oversee WACHS initiatives related to rural general practice training.		
1.9	Act as the jurisdictional representative on matters relating to the National Rural Generalist Pathway.		
	<b><u>Operational Management</u></b>		<b>35%</b>
2.0	Attend relevant committee meetings and conferences, promote and advocate for the needs of rural generalist training in WA.		
2.1	Communicate and liaise with WACHS Regional Management, including Regional Directors and Medical Directors regarding issues related to rural generalist training in WA.		
	<b><u>Other</u></b>		<b>5%</b>
3.0	Assist with the medical workforce recruitment processes as required.		
3.1	Participate in continuous improvement processes to monitor, evaluate and develop performance within the MEU.		
3.2	Other duties as requested by the Executive Director, Medical Services and Director Medical Education.		

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. Eligible for registration by the Medical Board of Australia
2. Fellowship of a relevant Specialist College including Royal Australian College of General Practitioners/Australian College of Rural and Remote Medicine.
3. Previous experience as a proceduralist or generalist in rural Australia.
4. Demonstrated commitment to medical education.
5. Demonstrated outstanding communication and interpersonal skills, including reporting, negotiation, advocacy and leadership skills.
6. Excellent conceptual and analytical skills, with a proven ability to provide innovative thinking in identifying solutions to complex problems.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

### DESIRABLE

1. Understanding of training requirements for fellowship of rural generalism with GP Colleges.
2. Experience in the delivery of medical education in rural and remote regions.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment 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>• Evidence of registration by the Medical Board of Australia must be provided prior to commencement</li> <li>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre-Employment Health Assessment</li> <li>• Successful WA Health Integrity Check</li> <li>• Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays</li> <li>• Completion of training for Mandatory Reporting of Child Sexual Abuse</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.

Name	Signature	Date Appointed	Date Signed

