



## JOB DESCRIPTION FORM

### Section 1 – POSITION IDENTIFICATION

<b>WA Country Health Service</b>		<b>Position No:</b>	616107
<b>Division:</b>	Central Office	<b>Title:</b>	Medical Education Officer
<b>Branch:</b>	Medical Services	<b>Classification:</b>	HSO Level G6
<b>Section:</b>	Medical Education Unit	<b>Award/Agreement</b>	Health Salaried Officers Agreement

### Section 2 – POSITION RELATIONSHIPS

<b>Responsible To</b>	<b>Title:</b>	Director Medical Education
	<b>Classification:</b>	MP Year 1 – 9
	<b>Position No:</b>	614409



<b>Responsible To</b>	<b>Title:</b>	Manager - Medical Education
	<b>Classification:</b>	HSO Level G8
	<b>Position No:</b>	614958



<b>This position</b>	<b>Title:</b>	Medical Education Officer
	<b>Classification:</b>	HSO Level G6
	<b>Position No:</b>	616107



### OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

#### Title

Medical Education Officer (multiple)  
Nurse Educator - Simulation (multiple)  
Administrative Assistant  
Medical Education Support Officer  
Senior Project Officer (multiple)



Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number
Nil			

### 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 education and training and the support of junior doctors in WACHS.

- 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 Medical Education Unit (MEU).
- Assist the Director of Medical Education (DME), 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) and the colleges.

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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.	%
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 junior medical staff.		
4.0	Organise, run, assess and develop educational training courses, including development of examinations, in conjunction with the DME 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 MEU 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 DME.		

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. Eligible for / or in possession of a current C or C-A 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 and commitment to Equal Opportunity in all aspects of employment and service delivery.

## Section 6 – APPOINTMENT FACTORS

<b>Location</b>	Perth	<b>Accommodation</b>	As determined by WA County Health Service (WACHS) Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <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> </ul>		

## 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

