



**HSS Registered**

**Medical Education Support Officer**  
**Health Salaried Officers Agreement; HSO Level G3**  
**Position Number: 114160**  
**Medical Education / Clinical Services**  
**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

**Reporting Relationships**

Director Medical Education  
 MPMET Award; SMP Year 1-9  
 Position Number: 113494



Coordinator Medical Education  
 HSO Level 8  
 Position Number: 113495



**This Position**



Directly reporting to this position:

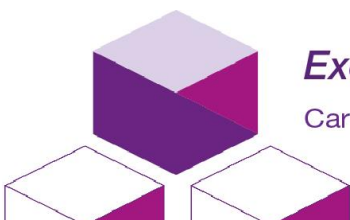
Title	Classification	FTE

← Also reporting to this supervisor:

- Medical Education Officers; Level 6; 3.0FTE
- Simulation Education Officer; Level 4; 1.0FTE
- Medical Education Support Officers; Level 3; 3.7FTE

**Key Responsibilities**

Initiates, coordinates and undertakes the administrative, secretarial and training support functions of the Fiona Stanley Fremantle Hospital Group (FSFHG) Medical Education Unit (MEU) team. Provides a high degree of administrative support and assistance to the Medical Education Officers, Medical Education Registrars, Coordinator of Medical Education, Director of Clinical Training, and to the Director/Deputy Director of the MEU.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties

### 1. Administrative and Clerical Support

- 1.1 Provides full range of administrative and clerical support (e.g. reminders, correspondence, printing, filing, photocopying, collating, distributing) related to MEU activities (e.g. orientations, tutorials, workshops and mandatory training).
- 1.2 Assists with organising (e.g. scheduling and reminding speakers, booking and confirming registrations, organising catering and sponsorship, timetabling and setting up) MEU events and activities. This includes after hours events.
- 1.3 Produces marketing materials including brochures, flyers and posters for MEU tutorials and events.
- 1.4 Assists with maintaining the MEU and Doctors internet and intranet sites.
- 1.5 Assist with the distribution, receipting and processing of junior doctor term assessments and evaluations.
- 1.6 Processes professional development leave applications and provides advice to junior doctors in relation to the application process.
- 1.7 Assists the Medical Education Officers with organising Postgraduate Medical Council of WA (PMCWA) and College accreditation visits of doctor positions at the hospital including coordinating paperwork completion, scheduling appointments, emailing and phoning reminders and organising catering.
- 1.8 Develops, implements and maintains confidential filing systems, including electronic systems, ensuring appropriate records are kept.
- 1.9 Maintains MEU databases to ensure appropriate and accurate data is recorded regarding FSFHG medical staff (e.g. mandatory training requirements, training attendance database, term assessments).
- 1.10 Monitors and coordinates medical staff compliance with mandatory training or other training requirements (e.g. Intern tutorial). This includes producing reports, following-up on non-attendance and scheduling those medical staff with expired training requirements into appropriate sessions.
- 1.11 Collates, analyses and interprets information and prepares reports as required.
- 1.12 Maintains and monitors departmental accounts including petty cash and reconciling monies at the end of each month.

### 2. Secretarial Support

- 2.1 Arranges and maintains a schedule of appointments, meetings and other commitments for the MEU team to enable efficient time management.
- 2.2 Organise meetings and functions and provides secretarial support including preparation of agenda and supporting documentation; recording and distributing minutes; follow-up of agreed actions as required.
- 2.3 Screens incoming correspondence including e-mails, redirects to appropriate staff for action; draws team members attention to urgent and important items and takes action as appropriate to facilitate management of work flow throughout the office; drafts routine correspondence.
- 2.4 Liaises with external bodies/agencies and internal departments as necessary.
- 2.5 Maintains stationery, inventory, office equipment and organises repairs and maintenance.
- 2.6 Receives and screens visitors and phone calls, redirects to other staff as appropriate and makes delegated decisions as necessary.

## **Medical Education Support Officer | Level G3 | 114160**

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

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

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

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated advanced knowledge and experience in high-level administrative or secretarial role(s) including word processing, minute taking, diary management and data entry.
2. Highly developed communication (verbal and written) and interpersonal skills including demonstrated ability to liaise with a range of staff, stakeholders and customers.
3. Demonstrated excellent organisational skills with a high attention to detail.
4. Demonstrated problem solving and conflict resolution skills.
5. Proven ability to work effectively both independently and as a member of a team.
6. Demonstrated high level computing skills, including word processing, presentations, spreadsheets, internet, database and email applications

### Desirable Selection Criteria

1. Previous administrative experience in a health care environment.
2. 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.

<b>Zoe Moran</b>		<b>HE74833</b>	<b>19/09/19</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Greg Sweetman</b>		<b>he11888</b>	<b>19/09/19</b>
<b>Dept. / Division Head Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>

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

<b>Occupant Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

HSS Registration Details (to be completed by HSS)

<b>Created on</b>	<b>Last Updated on</b>	<b>October 2021</b>
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