



HSS REGISTERED

**Director Clinical Training
Medical**
Medical Practitioners Agreement: Year 1-9
Position Number: RP603097
Postgraduate Medical Education / Clinical Operations
Royal Perth Hospital

Reporting Relationships

Director Clinical Services
MP Year 1-9
Position Number: 104971



Director Post Graduate Medical Education
MP Year 1-9
Position Number: 102468



Director Clinical Training



Directly reporting to this position:

Title	Classification	FTE
• Service Registrar	MP year 1-7	150 FTE
• Resident Medical Officer	MP year 1-3	28 FTE
• Interns	MP year 1	87 FTE

- ← Also reporting to this supervisor:
- Director Basic Physician Training, AMA Level Yr 1-9, 0.30fte
 - Director of Clinical Training-Surgical, AMA Level Yr 1-9, 0.20fte
 - Senior Anaesthetic Registrar, AMA Level Yr 7, 0.44fte
 - Senior Medical Registrar, AMA Level Yr 1, 1.00fte
 - Coordinator, Medical Education, HSO G8, 1.00fte
 - Medical Education Officer, HSO G6, 2.00fte
 - Admin Officer, HSO G4, 1.00fte
 - Medical Education Support Officer, HSO G3, 1.00fte

Key Responsibilities

Provide pre-vocational medical education for Junior Medical Officer's (JMOs) and play an integral role in their medical education experience for Royal Perth Hospital. Work with the Director Postgraduate Medical Education (DPGME) and with the Medical Educational Officer (MEO) to contribute to the planning, development and implementation of the various components of the hospital's pre-vocational training program. Ensure duties carried out meet Accreditation Standards and the Australian Curriculum Framework for Junior Doctors. Help to integrate medical students into the hospital and involve them in hospital educational activities where appropriate.



Brief Summary of Duties (in order of importance)

1. Training

- 1.1 Develop, coordinate and promote the Pre-vocational Training Program for junior doctors at RPH and our secondment hospitals (Armadale, Bentley, Midland, Kalgoorlie, Bunbury and Port Hedland Hospitals).
- 1.2 Contribute to the planning, delivery and evaluation of JMO orientation and education programs.
- 1.3 Promote a sense of professional responsibility and ethics among JMOs.
- 1.4 Assist in establishing in junior doctors a commitment of lifelong learning.
- 1.5 Liaise with term supervisors regarding JMO issues, including PMCWA Accreditation issues.
- 1.6 Act as a resource and mentor for clinical teachers.
- 1.7 Liaise with other Directors of Clinical Training (DCTs) within Western Australian Hospitals.
- 1.8 Supports PMCWA's Strategic Directors and contribute to PMCWA activities as appropriate.
- 1.9 Attend relevant state-wide DCT meetings and support initiatives generated through such meetings and conferences.
- 1.10 Attend hospital based meetings which advance JMO welfare initiatives (including but not limited to the JMO Liaison Committee meeting).
- 1.11 Participate in DCT succession planning.

2. Education

- 2.1 Actively participate in educational programs and willingly implement further educational reforms consistent with the strategies approved by the relevant national and statewide clinical education and training committees.
- 2.2 Ensure education programs are developed consistent with the Australian Curriculum Framework for JMOs.
- 2.3 Role model effective Teaching on the run strategies and support other clinicians to develop effective teaching skills so that the best use is made of educational opportunities in the delivery of day-to-day services.
- 2.4 Ensure that clinical unit/term supervisors are aware of their educational and training responsibilities for JMOs in their units.
- 2.5 Actively participate as a member of the Prevocational Training Committee or equivalent committee.

3. Orientation, Supervision, Assessment, Feedback and Evaluation

- 3.1 Encourage early reporting to hospital administration of performance issues in JMOs.
- 3.2 Engage in intradepartmental meetings and programs which coordinate management of JMO welfare and workplace issues (including the Assessment and Review Group (ARG) meeting).
- 3.3 Collaborate with clinical unit/term supervisors regarding the appropriate management of JMO issues and the development and monitoring of plans to address performance and clinical competence.
- 3.4 Regularly meet with individual JMOs to assess their general progress, including feedback about their performance.
- 3.5 Provide appropriate, leadership, mentoring and role modelling and act as an advocate for JMOs.
- 3.6 Provide career advice and counselling to JMOs.

3.7 Identify JMOs with special needs and ensure systems of support are implemented and effective.

4. Accreditation

4.1 Oversee preparation of documentation and assist the hospital to maintain or obtain its accreditation status with the PMCWA.

5. Other

5.1 Welcome medical students to JMO education sessions and can offer some career advice and/or some mentoring.

5.2 Undertake other duties as directed.

5.3 The occupant of this position will be expected to comply with and demonstrate a positive commitment to the RPH 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. DO we need this in addition to the 3rd dot point below

6. EMHS Governance, Safety and Quality Requirements

6.1 Fulfills National Safety and Quality Health Services Standards requirements including, but not limited to:

- Participating in continuous safety and quality improvement actions such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience that align with actions described within the Standard.
- Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
- Ensuring records and statistics are kept in accordance with established procedures.

6.2 Undertakes performance development review of staff under their supervision and submits them to the Head of Department when required by the Director of Post Graduate Medical Education.

6.3 Initiates, implements and participates in audit, quality improvement and research activities in consultation with Head of Department to systematically evaluate service deliver and meet customer needs.

6.4 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

6.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental/Program Specific Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

7. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Registration with the Medical Board of Australia.
2. Current RPBG employment and experience as a Consultant in a medical specialty (permanent, fixed term contract and those on secondment are eligible to apply)
3. Commitment to the education and training of junior medical staff.
4. Demonstrated communication skills, including advocacy and negotiation.
5. Previous experience in coordinating medical education activities.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impart on employment and service delivery.

Desirable Selection Criteria

1. Knowledge of PMCWA training requirements.
2. Knowledge and implementation of adult learning principles.
3. Research experience in health professions education and/or possession of, or progress towards, a higher qualification in health professions education.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Western Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- 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.

Lucy Kilshaw HE48355 02/10/2018

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 August 2017 **Last Updated on** August 2017