



Director Postgraduate Medical Education

Position details

Position Number:	000012830
Classification:	SMP Year 1 - 9
Agreement:	Medical Practitioners (Metropolitan Health Services) Agreement
Directorate:	Medical Services
Department:	Postgraduate Medical Education
Location:	Perth Children's Hospital (QEII Nedlands)

Reporting relationships

This position reports to:

00015859	Director Medical Services	SMP 1-9
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Positions under direct supervision:

Medical Education Officer	1.0FTE	HSU L6
Administrative Assistant	1.0FTE	HSU L3
Director Clinical Training	0.3FTE	SMP 1-9
Director Clinical Training Surgical	0.2FTE	SMP 1-9
Director Advanced Training	0.5FTE	SMP 1-9
Simulation Education Consultant	0.5FTE	SMP 1-9
Directors Physician Education	0.5FTE	SMP 1-9
Chief Registrar	0.5FTE	REG 1-7
Simulation Education Administrative Assistant	1.0FTE	HSU L3

Key Responsibilities

Responsible for administration, organisation and delivery of postgraduate education for all medical staff at PCH, in particular, prevocational medical staff.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

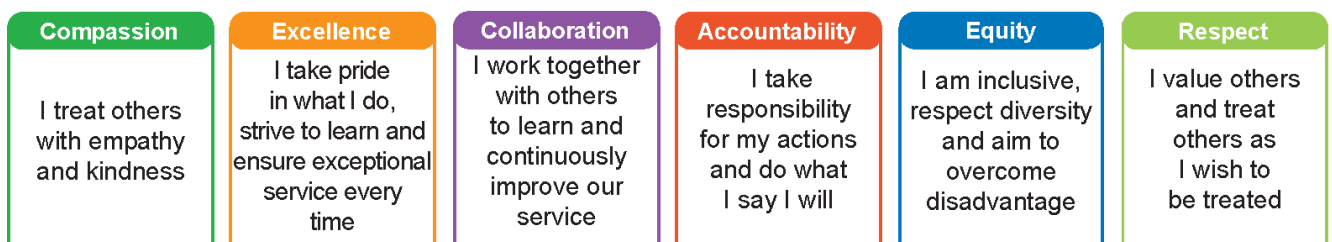
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Education

- Administers and organises postgraduate education for all medical staff at PCH.
- Work alongside CAHS Learning and Development to develop and implement mandatory training for medical staff
- Supervision of the Chief Registrar and Medical Education registrar/s and their duties.
- Supervision of the Director of Clinical Training
- Supervision of the Simulation Education Consultant
- Supervision of Directors Physician Education – Basic and Advanced Training
- Provides support to Simulation Education Unit
- Chairs the Postgraduate Education Subcommittee meetings
- Represents Postgraduate Medical Education on various committees as requested by Director Medical Services
- Represents Postgraduate Medical Education on the Medical Advisory Committee and CAHS MHOD meetings.
- Actively involved in teaching of postgraduates including FRACP candidates in conjunction with the Directors of Physician Education.
- Supports prevocational trainees in all specialties, through the coordination of orientation programs and the career support program, in conjunction with the Medical Education Officer, Directors of Clinical Training and Medical Education Registrar.

2. Research and Development

- Undertakes development and research activities in medical education.
- Develops and extends own professional skills and knowledge in medical education.

3. Other Duties

- Co-ordinates the Postgraduate Medical Council of WA PCH accreditation
- Is committed to the maintenance of professional standards, develops, coordinates and evaluates appropriate programs for medical education in collaboration with the Directors of Postgraduate Medical Education at other tertiary centres.
- Applies quality improvement principles to all medical education duties performed
- Promote awareness of and ensure compliance with clinical and/or corporate governance requirements; and legislative and other regulatory requirements relating to equity and diversity, disability services and occupational safety and health.
- Undertakes work in close consultation with the Executive Director Medical Services, Director Medical Services and/or Hospital Medical Directors.
- May be required to undertake other roles and duties consistent with executive responsibilities from time to time as directed.

4. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.



- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.
- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.



Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Eligibility for Registration with the Medical Board of Western Australia (AHPRA)
2. Fellowship with an Australian Specialist Medical College FRACP or equivalent that is recognised for registration as a specialist with the Medical Board of Australia
3. Demonstrated interest and expertise in medical education and interest in applying principles of adult learning to a medical context. Has experience in both undergraduate and postgraduate training and education.
4. Highly effective communication skills, both written and oral
5. Experience of initiating and leading successful change management projects
6. Demonstrates values and behaviours consistent with the organisation vision, mission and values of CAHS and public sector codes e.g. accountability, compassion, continuous learning and teamwork.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable selection criteria

1. Experience in leadership and/or management positions within a Hospital or Health Service, preferably in a Paediatric setting.
2. Qualification or progress towards a qualification in medical education

Appointment to this position is subject to the following:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on

Insert date

Last Reviewed

Insert date

HSS Registered

Insert date

I verify that the details in this document are an accurate reflection of the requirements of the position.

Manager / Supervisor

Signature or HE Number

Date



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

Occupant Name

Signature or HE Number

Date

