

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Education Officer
<b>Award Classification:</b>	Registered Nurse/Midwife Educator (RN35) OR Admin Officer Grade 3 (HS3 + over-award payment)
<b>Award / Agreement Name:</b>	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 OR Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Position Reports to:</b>	Director of Postgraduate Medical Education Unit



## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.

### 1. POSITION PURPOSE

The Postgraduate Medical Education Unit (PMEU) is part of the Eastern Health Institute. PMEU oversees the orientation, education and training, supervision and assessment of prevocational doctors (which includes Interns and Postgraduate Year 2 Hospital Medical Officers (PGY2 HMOs)) and International Medical Graduate HMOs at Eastern Health, whilst meeting professional, regulatory and organisational requirements. Eastern Health is an accredited health service for Intern and PGY2 medical training and maintenance of accreditation is critical to continuation of these training programs.

The Medical Education Officer (MEO) will:

- Provide educational expertise in planning, coordination, delivery, administration and evaluation of prevocational doctor orientation, education, performance assessment, mentoring and career development programs
- Ensure ongoing compliance with accreditation standards, requirements and regulatory processes including Postgraduate Medical Council of Victoria (PMCV) accreditation
- Monitor and appropriately follow-up prevocational doctor progression towards meeting requirements that determine application eligibility for General Registration and PGY2 Certificate of Completion including the completion of relevant paperwork/documentation
- Work collaboratively and effectively with Supervisors of Junior Doctor Training, Director of PMEU, other staff within PMEU, Clinical Directors and Clinical Unit staff, Clinical Unit Term Supervisors and the Medical Workforce Unit

This role includes responsibilities across Eastern Health sites hosting prevocational doctor rotations: Angliss Hospital, Box Hill Hospital, Maroondah Hospital, Peter James Centre, Wantirna Health and other sites.

### 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Understand and manage the education and training, supervision and performance assessment requirements for Interns and PGY2 HMOs in accordance with the National Framework for Prevocational Medical Training (NFPMT) as accredited by the Postgraduate Medical Council of Victoria (PMCV), the Medical Board of Australia's Registration Standard, Australian Curriculum Framework for Junior Doctors, PMCV's Junior Medical Officer Curriculum and Eastern Health policies/guidelines/standards
- Responsible for the preparation, coordination and submission of documentation to maintain and/or obtain accreditation of the Prevocational Medical Training Program and prevocational doctor rotations.
  - This includes data collection and analysis, writing formal reports, PMCV survey report preparation and submission, coordination of the PMCV survey visit, implementing PMCV survey recommendations and addressing PMCV survey conditions
  - Furthermore, this position is responsible for advising stakeholders of accreditation standards and collaborating with stakeholders to successfully meet these standards
  - Professionally liaise with PMCV and seek PMCV Accreditation Committee approval in relation to any changes that may impact the accreditation of Intern or PGY2 rotations or the Prevocational Medical Training Program.

- Professionally liaise with Clinical Units to ensure accreditation standards are met
- Prepare documentation whilst consulting with Clinical Unit and Medical Workforce Unit and submission of applications to modify existing rotations or obtain accreditation for new rotations.
- Accountable for the evaluation, review and revision of all PMEU programs
  - This includes development, administration and analysis of surveys for prevocational doctors, their supervisors and Clinical Units etc. With the provision of results to the relevant stakeholders.
  - Seeking and addressing feedback to support continual improvement of PMEU and its programs
  - Provide an annual report to demonstrate education activity and effectiveness of PMEU programs
- Develop, coordinate, implement and evaluate programs such as junior doctor Orientation, formal teaching, medical careers, mentoring programs etc.
- Develop, coordinate, implement and evaluate training sessions/programs/resources for supervisors of prevocational doctors to meet NFPMT requirements
  - Collect, analyse and report on compliance data relating to prevocational supervisor training requirements set by the Australian Medical Council and PMCV
  - Develop and implement initiatives that support successful attainment of PMCV compliance targets
  - Conduct and evaluate Entrustable Professional Activity assessor training for supervisors of prevocational training
- Prompt review of prevocational doctor assessments to identify performance concerns and other issues, and prompt response where Clinical Unit Supervisor has raised prevocational doctor performance concerns and other issues (for example via phone call or email or presenting to office etc):
  - Ensuring to follow up these matters and appropriately escalate to the Supervisor of Junior Doctor Training
  - Ensuring to appropriately manage, monitor and document
- Collaborate with Supervisor of Junior Doctor Training, Clinical Unit Term Supervisors and Director of PMEU in management and monitoring of Improving Performance Action Plans (IPAPs) for prevocational doctors.
  - Facilitating remediation and support for prevocational doctors.
  - Supporting handover from term to term for prevocational doctors requiring additional support.
  - Be an available support for prevocational doctors experiencing difficulty and facilitate prevocational doctor awareness and access to internal and external supports.
- Timely escalation of critical matters involving significant risk to prevocational doctor well-being or patient safety to Supervisor of Junior Doctor Training, Director of PMEU, Manager of Junior Medical Workforce and Director of Medical Services.
- Monitor, support, record and report on educational session attendance of prevocational doctors including appropriate follow-up of non-attendance.
- Ensure database tracking and reporting systems and learning management systems are maintained, and reports are generated.
  - Maintain accurate and up-to-date records to track prevocational doctor progression, provide summary report to Doctors In Training Assessment Review Panel (DITARP) and inform decision-making
  - Maintain accurate and up-to-date PGY1 and PGY2 doctor electronic portfolios (called Clinical Learning Australia)
- Prepare, finalize and submit documentation required to support Interns' application for General Registration and PGY2 HMO eligibility for the PGY2 Certificate of Completion, and where required International Medical Graduate eligibility for General Registration
- Secretariat of DITARP and administrative/secretariat support for other meetings e.g. minute-taking
- Maintain relevant and up-to-date content and communication streams with prevocational doctors via PMEU website (intranet) and other methods
- Maintenance of up-to-date Term Descriptions and Rolling HandOVER (ROVERs)
- Monitor, support, record and report on completion of Eastern Health Mandatory Training requirements by prevocational doctors including appropriate follow-up of non-completion.
- Review and update, or develop processes, procedures, guidelines and policies as required

- Represent PMEUI at committees (e.g. Doctors in Training Advisory Committee), forums, events etc. as required
- Attend relevant meetings
- Support prevocational doctor professionalism and adherence to Eastern Health policies
- Participate in Eastern Health activities related to the National Safety and Quality Health Service Standards
- Support PMEUI's International Medical Graduate HMO Program as required

#### Other responsibilities

- Flexibility in taking annual leave according to role and PMEUI Department requirements
- Cover for periods of PMEUI staff leave
- All other duties as requested by Director PMEUI

### 3. SAFE PRACTICE AND ENVIRONMENT

#### Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### 4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### 5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

### 6. SAFE PRACTICE AND ENVIRONMENT

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### 7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be HEALTHIER TOGETHER. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: 16/4/2025

Manager: Dr Lian Peng Yee (Director of Postgraduate Medical Education Unit)

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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### Essential

- Current registration with the relevant Board via Australian Health Practitioner Regulation Agency (AHPRA) if applicable
- Knowledge of the roles and requirements of junior medical staff in teaching hospitals
- Relevant experience in the development, coordination, delivery and evaluation of health profession education programs
- Ability to provide professional support to medical staff, internal and external stakeholders, responding to enquiries in a timely manner
- Demonstrated organizational ability including ability to prioritise, multitask and meet deadlines
- Experience in data collection, critical analysis and production of formal written evaluation reports
- Ability to problem-solve and demonstrate self-initiative to implement improvements with successful outcomes
- Ability to work independently with minimal direction
- Ability to effectively collaborate with team members and/or stakeholders where appropriate to achieve successful outcomes
- Results-orientated with demonstrated track-record of efficiency, attention to detail and sound professional judgement
- High level of experience working with the full Microsoft Suite of software and Sharepoint
- Flexibility in taking annual leave according to role and PMEU department requirements

### Desirable

- Previous experience in a similar role
- Postgraduate qualification in clinical education, medical education, health professions education or relevant field

- Understanding of postgraduate medical training and/or National Framework for Prevocational Medical Training
- Accreditation report-writing experience
- Experience with managing online Learner Management Systems and processes

### **Aboriginal & Torres Strait Islander Candidates**

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*