

# POSITION DESCRIPTION

## Director of Physician Education



### Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

#### Position Details:

Position Title:	Director of Physician Education
Position Classification:	Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2018-2021, or its successors
Who does this position report to:	Clinical Director of Internal Medicine
Does this position manage or supervise others:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Workplace Location:	Green Street Campus
Primary purpose of the position:	<p>With the support of the Clinical Director of Internal Medicine, the Director of Physician Education is also expected to encourage the development of the Internal Medicine Service through establishing NHW as an attractive environment for physicians to build and sustain a career.</p> <p>The primary purpose of this position is to support the Clinical Director of Internal Medicine in providing oversight and supervision of accredited basic physician trainees, rotating from Royal Melbourne Hospital.</p> <p>The unit is supported by interns and registrars on rotation from Melbourne Hospitals. Medical Registrars are accredited Basic Physician Trainees of the Royal Australasian College of Physicians.</p> <p>Scope exists to develop NHW as an advanced training site in a number of specialties but with a particular focus on General Medicine.</p>
Position Description reviewed:	November 2021

#### Key Accountabilities:

<p>1. <b>Accreditation</b></p> <ul style="list-style-type: none"> <li>▪ Lead RACP accreditation activities as they relate to the Internal Medicine Service.</li> <li>▪ Ensure NHW Basic Physician Training Program always meet Royal Australasian College of Physicians (RACP) training requirements.</li> <li>▪ Participate in relevant aspects of NHW Hospital Accreditation as they relate to Internal Medicine services.</li> </ul>
<p>2. <b>Education and Training</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all Basic Physician Trainees are provided with appropriate supervision and training.</li> <li>▪ Develop an appropriate educational program for all Basic Physician Trainees that meets the training framework of the RACP.</li> <li>▪ Support Basic Physician Trainees in for ongoing professional development.</li> <li>▪ Work with the Clinical Director of Internal Medicine in supporting Basic Physician Trainees attendance in future NHW outpatient clinic.</li> </ul>

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3.	<b>Educational Leadership</b>	
	<ul style="list-style-type: none"> <li>▪ Liaison with and support of other relevant clinical supervisors.</li> <li>▪ Be an advocate for the needs of junior medical staff.</li> <li>▪ Ensure a safe working environment for all clinicians within the Service, including the provision of Safe Working Hours for HMOs and Registrars; in conjunction with the Manager Medical Workforce.</li> </ul>	
4.	<b>Supervision &amp; Assessment</b>	
	<ul style="list-style-type: none"> <li>▪ Organise (and liaise with) a supervisor and a mentor for each Basic Physician Trainee.</li> <li>▪ Encourage evaluation and feedback at end of rotation by Basic Physician Trainees.</li> <li>▪ Provide oversight and participation in performance assessments including constructive feedback.</li> <li>▪ Review and support Basic Physician Trainees with special requirements or where performance issues are identified and assist development of performance improvement plans.</li> <li>▪ To allow for ongoing supervision and assessment, the Director of Physician Education will also be required to participate in weekday clinical shifts in a supernumerary capacity and a weekend oncall shift from time to time.</li> </ul>	
5.	<b>Mentoring, Counselling &amp; Advocacy</b>	
	<ul style="list-style-type: none"> <li>▪ Identify Basic Physician Trainees requiring additional support and ensure systems of support are accessible, implemented and effective.</li> <li>▪ Liaise with the Clinical Director of Internal Medicine regarding poor performance by Basic Physician Trainees</li> <li>▪ Act as a role model to promote professional responsibility and ethics among Basic Physician Trainees</li> </ul>	
6.	<b>Professional Development Activities</b>	
	<ul style="list-style-type: none"> <li>▪ Ensure Basic Physician Trainees are suitably oriented to the Medical Unit on orientation</li> <li>▪ Provide appropriate leadership, mentoring and role modelling for junior doctors and act as advocate in relation to access to quality education, supervision and training.</li> <li>▪ Actively participate in relevant committees (including the Greater Western Consortium) and conferences.</li> <li>▪ Participate in relevant professional development activities on a regular basis (eg RACP supervisor training)</li> </ul>	
7.	<b>Administrative/Quality Improvement Activities</b>	
	<ul style="list-style-type: none"> <li>▪ Participation in policy and guideline development for medical education / welfare</li> <li>▪ Liaison with DPE of the parent hospitals via the DPE of the Greater Western Consortium.</li> </ul>	
8.	Promote and comply with NHW Values, Standards of Behaviours, the Medical Board of Australia Code of Conduct and the agreed standards and regulations relating to the profession	
9.	Other responsibilities as reasonably determined by the Clinical Director of Internal Medicine	
<b>Key Relationships:</b>		
	<b>Internal</b>	<b>External</b>
1.	Doctors In Training	1. RACP
2.	Medical Workforce Team	2. Greater Western Consortium
3.	General Medicine Senior Doctors	3. Greater Western Consortium DPE
4.	Education and Research Team	4. RMH DPE and HOD
5.	NHW Director of Clinical Training	
<b>Key Selection Criteria:</b>		
1.	Medical Degree and Fellowship of the RACP or equivalent	
2.	Current registration with the Australian Health Practitioners Registration Authority (AHPRA) as a Specialist General Physician	
3.	Sound clinical knowledge, skills and experience in contemporary medical and evidence based Internal Medicine.	
4.	Experience in teaching at undergraduate and graduate level	
5.	Ability to work as an effective member of a multidisciplinary clinical team	

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6.	Effective communication and interpersonal skills as well as a belief in consumer-centred medicine
7.	Experience and expertise in developing and implementing changes, pathways and supporting quality assurance initiatives
8.	Awareness of current legislation and policies pertaining to medical practice and the workplace including EEO, OH&S, Public Sector Management, Infection Control and access for clients with a disability
<b>In addition to the above, all staff must have an remain current for continued employment, the following:</b>	
1.	Covid-19 Vaccination
2.	Current Class C Driver's Licence
3.	A current National Police Check (renewed every 3 years)
4.	A current Employer Working with Children Check (renewed every 5 years)
<b>Immunisation:</b>	
It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination required.	
<b>Diversity:</b>	
We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.	
<b>Mandatory Training:</b>	
It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.	
<b>Performance &amp; Accountability:</b>	
A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.	
<b>Quality and Risk Management:</b>	
In order to help ensure continued employee, patient safety and quality of care:	
<ul style="list-style-type: none"> <li>▪ Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW</li> <li>▪ Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.</li> <li>▪ Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate</li> <li>▪ Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public</li> <li>▪ Maintain a safe working environment at all times</li> <li>▪ Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce</li> </ul>	
Staff are required to abide by the Code of Conduct for NHW.	
<b>Occupational Health &amp; Safety and Wellbeing:</b>	
The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:	

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- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

### Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

### Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

### Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

**Name:**

**Signature:**

**Date:**

# POSITION DESCRIPTION – Jobs Demands Checklist

## Director of Physician Education



The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

<b>Position:</b>	Director of Physician Education
<b>Department / Unit:</b>	Medical Workforce
<b>Workplace Location:</b>	Green Street Campus

### Frequency Definitions:

<b>I</b> Infrequent - intermittent activity exists for a short time on a very infrequent basis	<b>C</b> Constant - activity exists for more than 2/3 or the time when performing the job
<b>O</b> Occasional - activity exists up to 1/3 of the time when performing the job	<b>R</b> Repetitive - activity involved repetitive movements
<b>F</b> Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	<b>N</b> Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
<b>Physical Demands:</b>							
Sitting	Remaining in a seated position to perform tasks				X		
Standing	Remaining standing without moving about to perform tasks		X				
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes				X		
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)	X					
Reaching	Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body	X					
Head / Neck Postures	Holding head in a position other than neutral (facing forward)	X					
Hand & Arm Movements	Repetitive movements of hands and arms	X					
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands	X					
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work						X

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Driving	Operating any motor powered vehicle								X
<b>Sensory Demands:</b>									
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc						X		
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries						X		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X							
Taste	Use of taste is an integral part of work performance, eg: Food preparation								X
Touch	Use of touch is an integral part of work performance						X		
<b>Psychosocial Demands:</b>									
Distressed People	Eg: Emergency or grief situations.		X						
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.								X
Unpredictable People	Eg: Dementia, mental illness, head injuries.								X
<b>Environmental Demands:</b>									
Dust	Exposure to atmospheric dust.								X
Gases	Working with explosive or flammable gases requiring precautionary measures.								X
Fumes	Exposure to noxious or toxic fumes.								X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.								X
Hazardous Substances	Eg: Dry chemicals, glues.								X
Noise	Environmental / background noise necessitates people raise their voice to be heard.								X
Inadequate Lighting	Risk of trips, falls or eyestrain.								X
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.								X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.								X
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.								X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.								X
The area below is for any special comments or notes on significant physical or other demands required to perform this job:									
Nil									