

# POSITION DESCRIPTION

## Medical Education Officer



### 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:	Medical Education Officer
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016–2020, or its successors
Position Classification:	HS3
Who does this position report to:	Operational Director Education and Research
Does this position manage or supervise others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Workplace Location:	Green Street Campus
Primary purpose of the position:	<p>Northeast Health Wangaratta (NHW) is accredited for intern training in Victoria and provides core as well as non-core rotations in clinical areas. The Medical Education Officer (MEO) role operationally is located within the Education and Research Unit and works closely with the Medical Workforce department at NHW.</p> <p>The Medical Education Officer (MEO) is responsible for facilitating the continuing education and training of doctors at Northeast Health Wangaratta including interns, PGY2s and PGY3s. The MEO liaises with and supports the Supervisor of Intern Training (SIT) and Director of Clinical Training (DCT) and may support other supervisors of vocational training (e.g. Director of Physician Training). The MEO also has a role in supporting the Grand Round Education program.</p> <p>A proportion of the work of the MEO role is working towards the achievement of and continuous improvement of aspects of the hospital's performance in relation to the accreditation standards for junior doctor education and training. Additionally the work of the MEO is to assist in the development of programs and improvements in both junior and senior doctor education related to the organisations identified priorities.</p> <p>The MEO will work closely with other staff within Medical Education, Medical Workforce and also various education roles within the broader organisation.</p>
Position Description reviewed:	January 2022

### Key Accountabilities:

1. Work closely with Operational Director ERU, Medical Workforce, Supervisor of Intern Training (SIT) and Director of Clinical Training (DCT) in coordinating the continuing education, facilitation and evaluation of medical education and professional development

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2.	Coordinate the medical education and professional development program of prevocational doctors in training (PGY1 & PGY2/3) to align with the Postgraduate Medical Council of Victoria (PMCV) Accreditation Standards, the Medical Practitioners Registration Act, The National Intern Statements and the Australasian Curriculum Framework for Junior Doctors	
3.	Work with the SIT and DCT regarding appropriate advocacy, management and support of prevocational doctor well-being issues	
4.	Participate in report preparation of Doctors in Training (DiT) rotational feedback via online PHEEM reporting, ensuring compliance with accreditation standards	
5.	Collaborate with Medical Workforce Officer (Junior doctors) in preparation of a joint report, including feedback from parent health services to build a complete overview of prevocational doctor experience at NHW	
6.	Collaborate on the preparation of documentation to maintain accreditation by the relevant accreditation authority e.g. PMCV	
7.	Collaborate with Medical Workforce in the facilitation of DiT orientation programs, aligned to organisational policy and aligned to requirements of accreditation	
8.	Responsible for coordination and monitoring of mandatory training completion for all doctors in training	
9.	Assist in facilitating continuous professional development programs for senior medical staff including Grand Rounds, leadership workshop and supervisor training	
10.	Coordinate the mid and end of term assessment process for prevocational doctors (PGY1 and 2/3)	
11.	Review the assessments with Manager of Medical Workforce, DCT and SIT and support the development and monitoring of plans to address issues of performance and clinical competence	
12.	Coordinate prevocational doctor's maintenance of ROVERS and term descriptions, ensuring that documents are updated, reviewed, and published in a timely manner	
13.	Management of the eLearning platform together with enrolment and creation of courses, liaising with ERU staff and clinical educators to ensure currency of material. Ensure the stability and accessibility of the platform and development, implementation and evaluation of eLearning programs/modules and resources used to support face to face education opportunities	
14.	Attend to and complete other responsibilities as directed by the Operational Director of Education and Research	
15.	Other tasks as directed	
<b>Key Relationships:</b>		
	<b>Internal</b>	<b>External</b>
1.	Education & Research Unit	1. Post Graduate Medical Council Victoria
2.	Medical Workforce Unit	2. Medical Colleges
3.	Heads of Units and Unit Supervisors of Training	3. Goulburn Valley Regional Training Hub
4.	Doctors in Training	4. Medical Education Units of parent health services
5.	All NHW Workforce	
<b>Key Selection Criteria:</b>		
1.	An appropriate undergraduate or postgraduate qualification and/or equivalent relevant experience in healthcare education	
2.	Strong communication skills, verbal and written, including a demonstrated customer-service and problem-solving approach to dealing with colleagues and clients	
3.	Experience with and willingness to learn new online learning environments and related learning technologies (e.g. e-Learning, digital applications, course building software ie articulate)	
4.	Demonstrated ability to work independently and as part of a team working towards a common objective	

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5. Highly developed analytical and evaluative skills
6. Demonstrated organisational ability including the ability to prioritise and work to deadlines
7. Demonstrated understanding of the principles of adult education and experience in developing targeted educational program
8. Demonstrated understanding of facilitating the provision of pastoral and welfare care and a demonstrated commitment to Northeast Health Wangaratta values and vision
9. Well-developed skills in Word, Excel, Access, PowerPoint, and Outlook
10. Willingness to learn new skills
11. Flexibility in working hours
12. Desirable: Experience in a health care and or tertiary education environment
<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 C. Covid-19 Vaccination and yearly Flu Vaccination are 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></ul>

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- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

### Occupational Health & Safety and Wellbeing:

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:

- 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

## Medical Education Officer



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>	Medical Education Officer
<b>Department / Unit:</b>	Education & Research Unit
<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								