Director Medical Education AMA 16-24
Medical Practitioners (Metropolitan Health Services) AMA Industrial Agreement
Position Number: SM113494
Fiona Stanley Hospital

Reporting Relationships

Executive Director
Fiona Stanley Hospital
Position Number: 110280

Director of Clinical Services
Specialist Medical Administrator
Position Number: 113013

This Position

Reporting to this position:

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<tr>
<th>Title</th>
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<tr>
<td>Deputy Director Medical Education</td>
<td>Consultant</td>
<td>1.0 FTE</td>
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<td>Directors of Specialty Training</td>
<td>HSU t.b.d.</td>
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<td>Medical Education Coordinator</td>
<td>Registrar</td>
<td>0.5 FTE</td>
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<td>Medical Education Registrar</td>
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Also reporting to this supervisor:
- Deputy Director Clinical Services
- Chair Human Research Ethics Committee
- Research Governance Officer
- Manager Disaster Preparedness and Management Unit
- Medico-legal Officer

Key Responsibilities
Leads the development of Medical Education at Fiona Stanley Hospital (FSH) to ensure the effective and efficient delivery of medical education for all medical staff in prevocational (Interns, Resident Medical Officers), vocational (Registrars, Senior Registrars, Fellows & Consultants) and service positions. Develops innovative medical education strategies based on best practice and targeted towards individual medical groups. Establishes FSH as a centre of excellence in medical education.
Brief Summary of Duties (in order of importance)

1. **Leads the strategic development of Medical Education**
   - Leads the development of Medical Education at Fiona Stanley Hospital (FSH) to ensure the effective and efficient delivery of medical education for all medical staff in prevocational (Interns, Resident Medical Officers), vocational (Registrars, Senior Registrars, Fellows & Consultants) and service positions.
   - Develops innovative medical education strategies based on best practice and targeted towards individual medical groups.
   - Establishes FSH as a centre of excellence in medical education.
   - In collaboration with senior nursing and allied health educators, leads the development and evaluation of innovative education models, programs and strategies including Inter-professional Education (IPE) and Inter-professional Practice (IPP).
   - Oversees the management of educational programs for all medical staff employed at FSH including mandatory competencies.
   - Oversees the orientation, education, training, mentoring and supervision of all FSH junior medical staff in accordance with the requirements of the medical specialty Colleges and Postgraduate Medical Council of Western Australia (PMCWA) the hospital and Area Health Service.
   - Ensures medical staff employed in service positions have access to appropriate professional development and education whilst working at FSH.
   - Develops and implements strategies to facilitate excellence in consultant teaching during the clinical care of patients and in tutorials and other forums.
   - In collaboration with Heads of Specialties, develops a culture that includes patients in decision making regarding their care, and in open disclosure when things go wrong.
   - In collaboration with the Director of Safety and Quality, develops a culture of ongoing audit, research and clinical service redesign to continually improve the safety, timeliness, appropriateness and efficiency of patient care and patient care systems within FSH.
   - In liaison with the various universities, senior nursing and allied health educators ensures the appropriate allocation of students across the campus so as to optimise quality educational opportunities whilst not adversely affecting patient comfort or care.
   - Ensures that FSH medical staff orientation, education, supervision and training programs integrate effectively with state and area wide programs.

2. **Provide support and assistance to FSH medical staff**
   - Assists the Directors of Specialty Training and Deputy Director to develop professional relationships with FSH medical staff in order to help provide career advice, counselling, support and mentoring.
   - Manages the hospitals professional development assessments of all junior medical staff for each term and maintain appropriate records.
   - Identifies medical staff in difficulty and offer guidance, support and where appropriate implement appropriate assistance in collaboration with Heads of Specialty, Directors of Specialty Training and Directors of Clinical Training.
   - Develops and monitor performance management plans if necessary.
   - Oversees evaluation of rotations and provide feedback to Departments.
   - Monitors the adequacy of consultant supervision of junior medical staff, and registrar supervision of RMOs and Interns; and report to the Director of Clinical Services as appropriate.
   - Liaises with the Deputy Director, Directors of Specialty Training, Term Supervisors and Departments regarding medical staff issues.
• Promotes a sense of professional responsibility and ethics amongst junior medical staff.
• Assists and support the FSH Resident Medical Officer Society where possible.

3. Oversee the coordination of accreditation of FSH medical staff positions
• Prepares for and manage all requirements for accreditation of Intern and Resident Medical Officer positions by the Postgraduate Medical Council of Western Australia (PMCWA).
• Oversees the regular accreditation surveys undertaken by the respective medical specialty Colleges for FSH vocational training positions.
• Monitors and assist departments in complying with the medical specialty colleges and PMCWA accreditation and training standards.
• Undertakes PMCWA accreditation visits as a Surveyor as required.

4. Management
• Represents the FSH Medical Education department on relevant internal and external committees and at relevant conferences.
• Liaises with relevant stakeholders regarding medical staffing, recruitment and rotation matrixes to ensure medical staff accreditation, Medical Board of Australia and training requirements will be met.
• Liaises with relevant stakeholders regarding information provided to prospective medical staff.
• Where applicable assist relevant stakeholders to organise information events and material for medical staff recruitment.
• Liaises with the Deputy Director Clinical Services regarding staff who continue to perform poorly despite assistance and/or who demonstrate unacceptable behaviours.
• Is accountable for the performance of relevant education and training key performance indicators.
• Is accountable for the financial affairs of the Medical Education team.
• Is accountable for the professional development of medical education staff, their assessment and management if required.
• Actively supports and participate in the activities of the Postgraduate Medical Council of Western Australia (PMCWA).

5. SMHS Duties
• Is responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
• Undertakes performance development reviews of staff under their supervision.
• Performs duties in accordance with Government, WA Health, South 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.
Work Related Requirements

Essential Selection Criteria

1. Eligible for registration as a Medical Practitioner with the Medical Board of Australia as a specialist.
2. Demonstrated substantial clinical experience as a specialist and high standards of professional practice.
3. Demonstrated experience in a hospital-based medical education role, including a demonstrated record of developing and evaluating training systems and achieving outcomes in medical education delivery and research.
4. Demonstrated ability to provide leadership including an ability to lead a team and to network and foster collaborative working relationships.
5. Demonstrated excellent interpersonal, communication, negotiation and conflict resolution skills to build functional working relationships and to liaise with a range of stakeholders.
6. Well developed management skills in managing financial and human resources to meet organisational requirements.
7. Demonstrated experience in the application of evidence based research methods in a clinical science setting.
8. 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

Knowledge of, and experience in the Postgraduate Medical Council of Western Australia and medical specialty College accreditation and training requirements.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Medical Board of Australia must be provided prior to commencement.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance, Pre-Employment Integrity check and Pre-Employment Health Assessment.
- Working with Children Clearance every three years where appropriate.
- Successful applicants are required to complete the Accountable and Ethical Decision Making e-learning package within three (3) months of commencement.
## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

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

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**HCN Registration Details** (to be completed by HCN)

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Created on December 2013  Last Updated on December 2013