

Position Description

Position title	Medical Education Officer
Department / Division	Medical Education / Medical Services
Classification	Grade 5 Level 1 – Grade 5 Level 5 (AO51 to AO55)
Position reports to	Director of Medical Education
No. of direct & indirect reports	NA
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>The Medical Education Officer (MEO) sits in the Department of Medical Education within Medical Services Division. The role will support junior medical staff training through to senior medical staff professional development.</p>

ROLE PURPOSE
<p>The Medical Education Officer (MEO) is responsible for the design, development, coordination, and evaluation of medical education programs for junior doctors at RCH. This role supports the delivery of high-quality education aligned with prevocational training requirements, relevant college curricula, organisational policies, and patient safety standards. The MEO operates within the broader medical education team and collaborates closely with the Education Hub, an interprofessional initiative that advances clinical education across the Melbourne Children's Campus.</p>
KEY ACCOUNTABILITIES
<p>Administration / Operational</p> <ul style="list-style-type: none"> • Manage existing junior doctor education programs in consultation with the Director of Medical Education, Directors of Paediatric Education (RACP), Director of Advanced Training, Medical Workforce Unit, and Education Hub. • Develop, organise, and manage the weekly tutorial timetable, including topic selection and educator allocation according to the Australian Curriculum Framework for Junior Doctors and skills programs • Maintain relevant and up-to-date content and communication streams with junior medical staff and education representatives. • Participate in the planning, organisation, implementation, and evaluation of orientation programs, supporting the Medical Education lead and the Medical Workforce team. • Audit compliance with mandatory e-learning modules and Basic Life Support (BLS) training for medical staff . • Assist with the design, development, and evaluation of innovative education programs including eLearning, simulation, podcasts, and other media. • Support best practice delivery of education sessions based on adult learning principles. • Organise, edit, and distribute educational content for the Paediatric Pearls podcast • Oversee the junior doctor mentoring program, ensuring effective mentor-mentee engagement alongside senior medical staff advisor of mentoring program. <p>Quality</p> <ul style="list-style-type: none"> • Contribute to continuous improvement of medical education through program development and innovation addressing emerging needs of junior doctors and the organisation. • Develop and implement policies and procedures as required • Assist with accreditation and quality monitoring of junior doctor training, facilitating data collection and supporting improvement initiatives. • Coordinate the annual evaluation, review, and revision of education programs and provide reports to Heads of Departments. • Contribute to research in education with program evaluation and or development <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Foster a positive and collaborative educational environment across the hospital to enhance learning outcomes. • Identify junior doctors experiencing difficulties and coordinate with the Directors of Paediatric Education and the Chief Resident to deliver appropriate support.

- Foster collegiate relationships with relevant stakeholders including but not limited to the PMCV (Prevocational Medical Council of Victoria, RACP, Royal Australian College of Physicians and with secondment sites.
- Collaborate with the Education Hub and broader medical education team to align education strategies and initiatives.

Leadership and Strategy

- Advocate for interns and Junior Resident Medical Officers (JRMOs), ensuring their concerns and needs are addressed.
- Actively participate in the Junior Medical Staff Committee to contribute insights and ensure the requirements of interns and JRMOs are effectively represented.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualifications with a minimum of 4 years in a related field along and/or relevant industry experience
- Experience in education and training program design, delivery and evaluation.
- Strong organisational, coordination, and project management skills.

Desirable

- A post-graduate tertiary qualification in education or a relevant area
- Previous experience in medical education or teaching
- Experience with eLearning platforms, Content Management Systems and Learning Management System

KEY SELECTION CRITERIA

- Knowledge of the roles and requirements of junior medical staff in teaching hospitals and/or associated health facilities.
- Ability to work effectively with a diverse range of stakeholders from different professional backgrounds.
- Skills in podcast recording, editing, and content development.
- Excellent personal organisation and the ability to work both independently and collaboratively as part of a team.
- Excellent verbal and written communication skills, including experience in report writing.
- Current knowledge of legislative and regulatory requirements related to Equal Opportunity, Disability Services, and Occupational Health and Safety, and understanding of their impact on employment, people management, and service delivery.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment

- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

August 2025