

Position description

Position title	Medical Education Officer		
Department / Division	Medical Education / Medicine		
Classification	Grade 5 AO51 – A055	Employment Status	Part time, Ongoing
Position reports to	Director, Medical Education		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

The Royal Children's Hospital
<p>The Royal Children's Hospital (RCH) has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. As a tertiary and quaternary centre, the RCH cares for the most critically ill and medically complex paediatric patients in Victoria. In addition to providing a full range of clinical services, the hospital also supports many health promotion and prevention programs. With more than 6,000 staff, 12 wards and 350 beds, the RCH is the major specialist paediatric hospital in Victoria, and also provides care for children and young people from Tasmania, southern New South Wales and other states around Australia and overseas.</p> <p>We are the state's busiest paediatric Emergency Department, often experiencing more than 300 presentations on any given day. The RCH is committed to working with health services across the state and plays a significant role in many critical state and nationwide services. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time, for the benefit of all Victorian children. The RCH is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: http://www.rch.org.au/quality/child-safety</p> <p>In April 2016, we became the first Australian hospital to implement the world-leading electronic medical record (EMR) and has a strong focus on supporting the successful delivery of the Parkville Connecting Care program – a shared EMR with The Royal Women's Hospital, The Royal Melbourne Hospital and Peter MacCallum Cancer Centre.</p> <p>The RCH is located within the Melbourne Biomedical Precinct, which is home to more than 45 world-class biomedical organisations, with collectively more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region.</p> <p>Further information on the RCH including the new RCH Strategic Plan 2019-21 Great Care, Everywhere is available at www.rch.org.au</p>

ROLE PURPOSE
<p>The Medical Education Officer (MEO) is responsible for the design, development, coordination and evaluation of medical education for junior doctors employed at the Royal Children's Hospital. The role focuses on supporting the provision of education required for prevocational training according to the college curricula, organisational and patient safety requirements. The MEO will undertake this role within the broader medical education team at RCH and under the Education Hub (the interprofessional collaboration for clinical education on the Melbourne Children's Campus).</p>

KEY ACCOUNTABILITIES

Customer Service

- Work in collaboration with multidisciplinary team
- Provide advice, guidance and support to line managers and staff and ensure compliance with policy and procedures and relevant legislation
- Foster collegiate relationships with external stakeholders
- Establish and maintain communication and consultation with all Departmental staff and other key stakeholders (hospital and community)

Administration / Operational

- Manage and sustain the junior doctor mentoring program at RCH including recruiting mentors, matching of mentor/mentees, management of mentoring resources and ongoing evaluation.
- Manage existing programs for junior doctors in consultation with the Director of Medical Education, Directors of Paediatric Education (RACP), the Director of Advanced Training, the Medical Workforce Unit and the Education Hub.
- Develop, organise and manage an annual weekly tutorial timetable including topic selection and allocation of educators according to the Australian Curriculum Framework for Junior Doctors and the junior doctor skills programs.
- Participate in the planning, organisation, implementation and evaluation of orientation programs with the RCH Medical Workforce team.
- Support the best practice delivery of education sessions according to adult learning principles.
- Coordinate the evaluation, review and revision of each education program annually and provide an annual report for the Heads of Departments to demonstrate education activity.
- Assist with the design, development and evaluation of innovative education programs that address the emerging needs of the junior doctors and/or the organisation. Including but not limited to: eLearning, Simulation or skills sessions, podcasts or other media
- Assist with the evaluation and accreditation of overall junior doctor training by monitoring quality of education in relevant clinical units, facilitating data collection e.g.) PHEEM (PMCV), providing supporting evidence of training quality and outcomes and contributing to improvement projects undertaken to address any concerns raised.
- Contribute to the reputation of RCH through presentation of work at national/international conferences, workshops or meetings and publication in peer review journals as agreed with the Director of Medical Education.
- Maintain relevant and up-to-date content and communication streams with the JRMOs via the Medical Education website (intranet) and weekly blog post (e-Newsletter)

Strategic, Planning and Leadership

- Provide technical leadership in area of expertise
- Develop and implement policies and procedures as required
- Develop and implement operational service plans and ensure staff participation in planning process

People Management

- Assist in identifying junior doctors in difficulty and work with Directors Paediatric Education and the Chief Resident to provide support
- Advocacy and support for interns and JRMOs
- Develop professional relationships with medical staff in order to provide support and mentoring
- Attend Junior Medical Staff Committee and contribute appropriately to ensure needs of interns and JRMOs are taken into account.

General

- Actively participate and contribute to continuous improvement and continuing education opportunities
- Demonstrate active team member participation to ensure ongoing excellence in service delivery and teamwork.
- Other duties as directed consistent with the employee's skill level and classification

QUALIFICATIONS AND EXPERIENCE

Essential

- Demonstrated experience in education and training program design, delivery and evaluation.
- Tertiary qualifications in a related field along and/or relevant industry experience

Desirable

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

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's Check throughout their employment
- A current, full drivers licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

KEY SELECTION CRITERIA

- Knowledge of the roles and requirements of junior medical staff in teaching hospitals and/or associated health facilities.
- Excellent personal organisation and ability to work effectively both independently and as a member of a team
- Excellent communication skills, spoken and written (including experience report writing).
- Teaching and group facilitation skills.
- Ability to work well with a wide range of stakeholders of different professional backgrounds.
- Current knowledge of legislative and regulatory requirements in the areas of Equal opportunity, disability services and Occupational Health and safety and how these impact on employment, people management and service delivery

IMPORTANT INFORMATION

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

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

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, all members of the LGBTIQ community and people with disability.

Position description last updated	March 2021
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