

# Department of Health

## Victorian Basic Paediatric Training Consortium

### Training Development Officer

The Training Development Officer (TDO) for the Victorian Basic Paediatric Training Consortium (VBPTC) will work with the Consortium Management Team and Directors of Paediatric Education (DPEs) to further develop the educational and training opportunities available to Victorian basic paediatric trainees across the Consortium.

The TDO will liaise with the Medical Education Officers (MEO) at all Consortium sites and work collaboratively with them to facilitate statewide access to high quality educational opportunities for all basic trainees.

An important aspect of this role is to assist sites helping trainees preparing for the Clinical Examination required to proceed from basic to advanced training toward Fellowship of the Royal Australasian College of Physicians (FRACP).

<b>Classification</b>	AO5 (or equivalent) Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Engagement model</b>	This position is funded by the Victorian government. The successful applicant must be currently employed by a Victorian public health service in order for a secondment to be enacted.
<b>Title</b>	Training Development Officer
<b>Team, group</b>	Victorian Basic Paediatric Training Consortium
<b>Locality</b>	Negotiable
<b>Employment type</b>	0.4 FTE - 0.6 FTE (negotiable); Work days include Monday afternoons and Thursdays. Other work days by negotiation.
<b>Salary</b>	As per Classification noted above
<b>Position reports to</b>	Director, Victorian Basic Paediatric Training Consortium (VBPTC)
<b>Further information</b>	A/Prof Romi Rimer, Director VBPTC 03 9345 6759 <a href="mailto:Director@vbptc.com.au">Director@vbptc.com.au</a>

## Victorian health system

The Victorian Department of Health (DH) established the VBPTC in 2021. It is the sole consortium for basic paediatric training in the state and currently comprises of 2 tertiary, 9 outer metropolitan and 10 rural hospitals.

The key broad objectives of the VBPTC are:

- Deliver a high-quality accredited training program that supports improved and equitable access to high quality paediatric services across Victoria to ensure better health outcomes for all Victorian children.
- Develop and coordinate a rural pathway for accredited basic paediatric training in Victoria whereby the majority of training under the rural pathway will occur in regional and rural locations, to foster interest for rural paediatrics and encourage improved recruitment and retention of paediatricians in regional and rural areas.
- Develop an outcome focused approach for the department's investment in paediatric training which links with community health need and employment opportunities.

## Roles and responsibilities

The TDO will contribute to the VBPTC achieving performance targets reflecting its core objectives. They will collaborate with Consortium stakeholders to facilitate a high-quality training and education experience for basic paediatric trainees across the state. Key responsibilities include:

1. Maintain up-to-date knowledge about the mandatory educational requirements by the Royal Australasian College of Physicians (RACP) for paediatric basic trainees and ensure that these are communicated well with trainees and supervisors;
2. Maintain up-to-date knowledge about the educational opportunities available for basic paediatric trainees at all of the consortium sites;
3. Facilitate the sharing of basic paediatric training educational opportunities across the different consortium sites;
4. Ensure Extended Rural Stream (ERS) trainees have access to centralised learning opportunities
5. Regular communication with supervisors, including by way of:
  - a. Educational Supervisor checklist
  - b. Educational Supervisor newsletter
  - c. Providing the Heads of Department with a list of trainees, DPEs and Educational Supervisors
6. Facilitate preparation of the RACP Divisional Written Exam and Divisional Clinical Exam, including via:
  - a. Advertising the College Lecture Series
  - b. Organising and running the local 'Question & Answer' sessions
  - c. Planning, coordinating and facilitating the annual boot camp
  - d. Preparation of the long case roster
7. Support the DPEs including by way of:
  - a. Coordination and administrative support for the monthly DPE meetings
  - b. Allocation of basic trainees to a DPE and Educational Supervisor
8. Assist the VBPTC Statewide Coordinator with network accreditation
9. Engage with trainees and consortium sites to evaluate the program
10. Attend the annual Information and Welcome evenings for basic trainees
11. Attend and contribute to the quarterly Statewide Governance Committee meetings
12. Maintain and edit the educational parts of the VBPTC website
13. Contribute to reporting required by the DH

14. Other duties as directed

## Requirements

Current employment at a Victorian public health service (in order to facilitate a secondment).

## Key Selection criteria

1. Experience in education and / or training programs, particularly medical or health professional.
2. Familiarity or knowledge of the paediatric training program within Australia.
3. Utilisation of technology to deliver educational (or similar) opportunities.
4. Ability to facilitate a statewide approach to education and training.
5. Ability to establish collegiate working relationships at all levels.
6. Highly developed communication, interpersonal and presentation skills.
7. Ability to manage confidential and sensitive information with discretion.

## Personal skills and qualities

We are seeking a Training Development Officer who can demonstrate the following personal skills and qualities:

- **Systems thinking:** Ability to formulate recommendations to achieve objectives based on understanding of the wider health care system.
- **Team player:** Takes a collaborative approach and maintains collegiate relationships with the immediate team and external stakeholders.
- **Conflict management skills:** Ability to work with people to overcome differences of opinion or communication difficulties in respectful and positive way.
- **Integrity:** Is consistently honest, fair, and ethical in words and in conduct; takes responsibility for own actions.
- **Respect:** Treats others fairly and objectively, ensuring freedom from discrimination, harassment and bullying, and using the views of others to improve outcomes on an ongoing basis.
- **Creativity and innovation:** Generates and promotes new ideas to achieve objectives and draws on a range of information and experiences to identify new ways of doing things.

## Other desirable qualities

It is also desirable that the successful applicant has the following:

- Current driver's license and willingness to travel to regional and rural parts of Victoria (potentially a few times per year).
- Excellent organisational and planning skills in managing competing priorities in a busy environment.
- Computer literacy skills including the capacity to effectively use website editing software and the Microsoft Office suite and database software.