

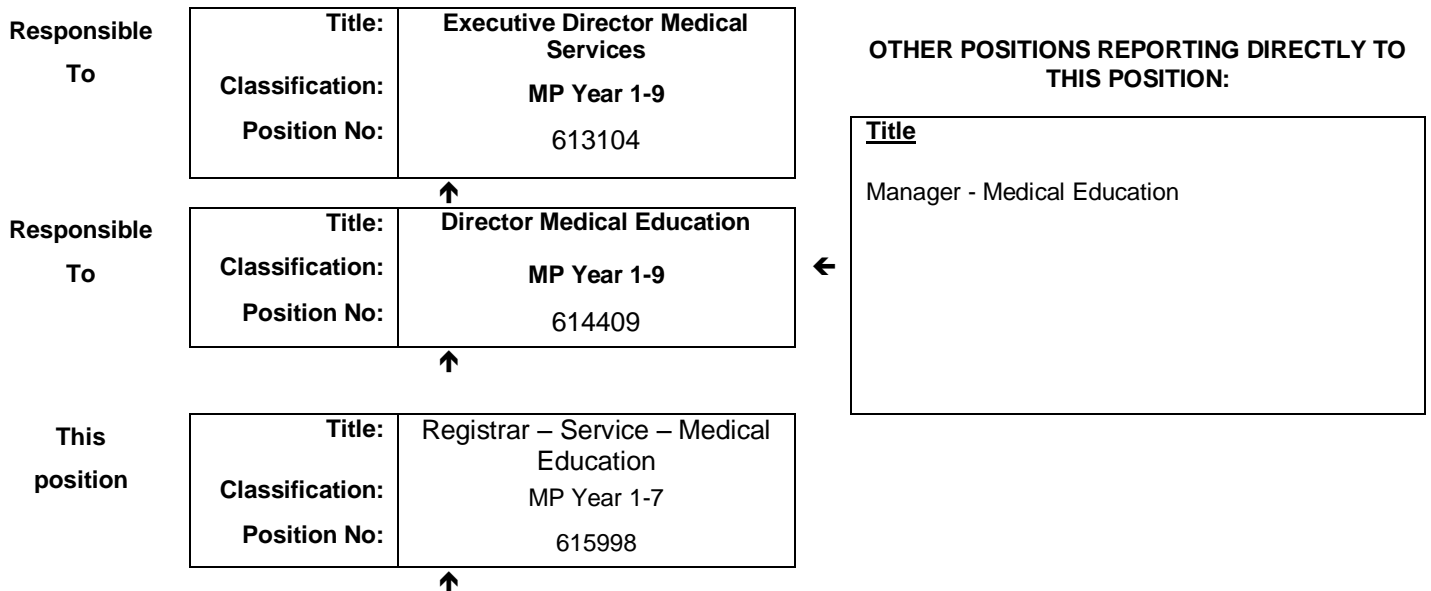


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615998
Division:	Central Office	Title:	Registrar – Service – Medical Education
Branch:	Medical Services	Classification:	MP Year 1-7
Section:	Medical Education Unit	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:
Position No. Title	Category Number

Section 3 – KEY RESPONSIBILITIES

Provides support in the area of medical education within the WA Country Health Service (WACHS). Develops, implements and evaluates innovative education and training models, programs and strategies. Provides support, advice and advocacy for junior medical staff.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	Medical staff orientation, education and training duties:		
1.1	Liaise with and build professional relationships with medical staff within WACHS in order to provide support and advice		
1.2	Develop and evaluate education and training initiatives for medical staff, including train-the-trainer programs, courses and training pathways		
1.3	Act as an advocate for improvements for medical staff		
1.4	Advise on medical workforce roster, timetable and other medical staff issues		
1.5	Provide support and pastoral care for junior medical staff		
1.6	Assist with orientation and other training programs as required		
1.7	Assist with creating, editing and updating publications including orientation materials, intranet and internet sites, promotional material and e-learning		
1.8	Represent the Medical Education Unit (MEU) at meetings and committees as required		
1.9	Advise on policies and procedures affecting medical staff		
1.10	Participate in Postgraduate Medical Council of WA (PMCWA) accreditation visits		
1.11	Liaise with internal and external stakeholders to promote the interests of the rural medical workforce		
1.12	Help coordinate and maintain junior doctor networks		
2.0	Clinical and/or research		
2.1	Other activities related to the professional development of the registrar or improvement of skills as agreed to by the DME		
	Other duties and projects as required		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Must have at least two years post-graduate clinical experience.
3. Excellent interpersonal and communication (both oral and written) skills.
4. Excellent time management and organisational skills.
5. Self-motivated and able to initiate and develop projects and improvements.
6. Knowledge of junior doctor issues in Western Australia
7. Eligible for / or in possession of a current C or C-A Class drivers licence

DESIRABLE

1. Relevant training or experience in education.
2. Clinical experience in a rural setting.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by WA County Health Service (WACHS) Policy
Appointment Conditions/ Allowances	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A Class drivers licence 		

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive

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

Name	Signature	Date Appointed	Date Signed

<p>WA Country Health Service – Central Office</p> <p>10 March 2020 REGISTERED</p>
