



HSS Registered

# Registrar – Trainee – Medical Education

## Position Details

Position Number: 005678  
Classification: Year 1 – 7  
Agreement: Medical Practitioner Agreement  
Directorate: Clinical Services  
Department: Medical Education  
Location: Sir Charles Gairdner Hospital / North Metropolitan Health Services

## Reporting Relationships

This position reports to:

000000	Head of Medical Education Unit	Year 1-9
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### Primary Purpose of the Role

*Provide educational support to medical students and junior medical staff (pre-vocational trainees) within your area and across the hospital, in the form of bedside, small group and skills teaching. Develop, implement and evaluate these education programs. Provides and promotes high quality and patient centred care to all patients under the supervision of Clinical Supervisors within a multi-disciplinary team. Works within ability and according to the Hospital's mission & core values. In collaboration with the multi-disciplinary team works to achieve national, State and North Metropolitan Health Service (NMHS) performance standards and targets in part by supervising and mentoring junior doctors and medical students.*

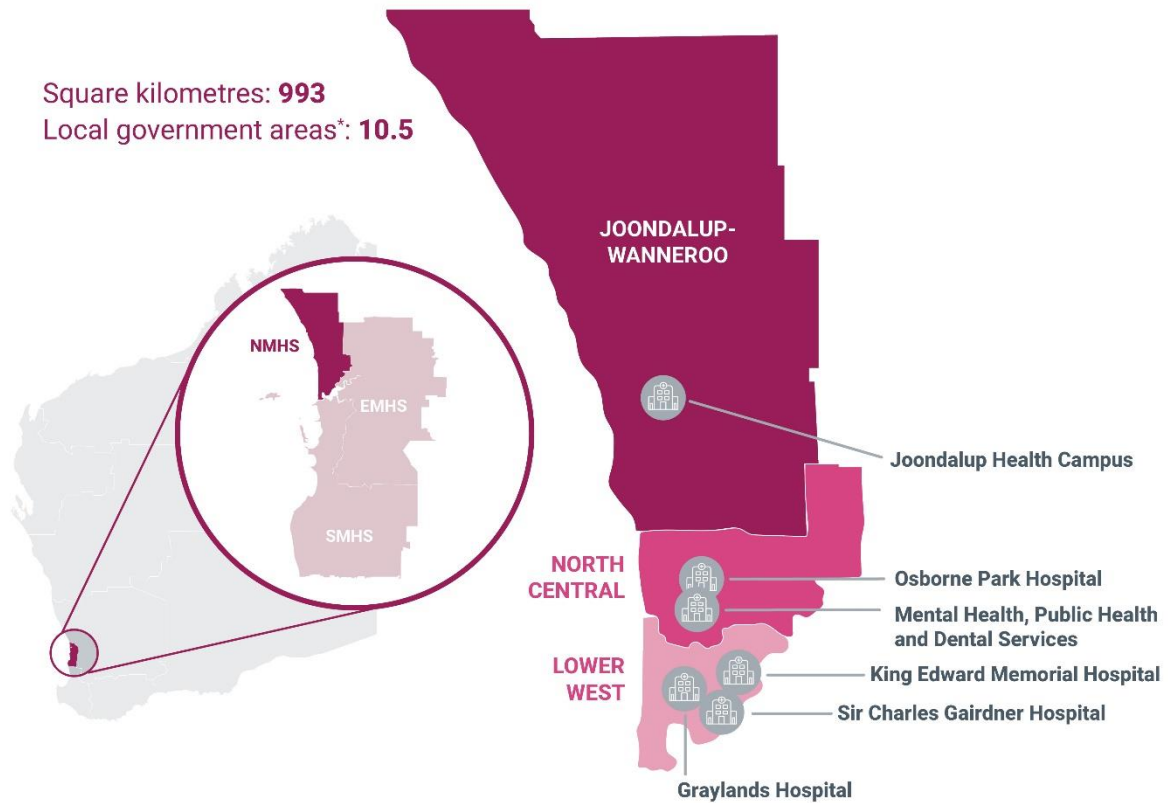
**Vision**

A trusted partner, delivering excellent health care for our people and our communities.



**Mission**

To promote and improve the health of our people and our communities.



**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



## Our values



### Care

We show empathy, kindness and compassion to all.



### Respect

We are inclusive of others and treat everyone with courtesy and dignity.



### Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



### Teamwork

We work together as one team in a spirit of trust and cooperation.



### Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation’s values.

## Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:

<p><b>Enabling healthy communities</b> We build healthy and engaged communities</p>	<p><b>People-centred care</b> We will place our consumers’ and their carers’ best interests and experience at the core of all we do</p>
<p><b>Integration and connection</b> We will build strong connections and partnerships</p>	<p><b>Innovation and adaptive models of care</b> We will use research and technology to improve outcomes</p>
<p><b>Trusted, engaged and capable people</b> We will invest in our people and our culture</p>	<p><b>Sustainable and reliable</b> We will reduce harm, waste and unwarranted variation</p>



## Key Accountabilities

### 1. Clinical Service /Clinical Education

- 1.1 Maintain clinical skills by participating in direct patient care in the unit or discipline.
- 1.2 Provide on floor/bedside clinical teaching of medical students and junior medical staff.
- 1.3 Develop tools to assess and evaluate teaching programs within the department.
- 1.4 Monitor evaluation results and modify teaching programs in response.

### 2. Modular/Structured Education (Discipline Specific)

Under the direction of the Discipline Head of Education function at provider/facilitator level in structured educational programs including (but not limited to):

- 2.1 Formal medical student tutorial programs
- 2.2 Junior medical staff education programs.
- 2.3 Departmental Continuing Medical Education activities.
- 2.4 Development of teaching courses/opportunities specifically designed for exam preparation for post graduate doctors.

### 3. Modular/Structured Education (Hospital Wide)

Under the direction of the Hospital Director of Post Graduate Medical Education function at provider/facilitator level in structured educational programs including (but not limited to):

- 3.1 Teaching on the Run.
- 3.2 MET team training
- 3.3 Intern Emergency Skills Training.
- 3.4 Immediate Life Support Plus
- 3.5 Advance Life Support
- 3.6 Coordinating and participating in medical and/or surgical lecture series
- 3.7 Work with the Medical Education Officer in coordination of the above training programs. Monitor and evaluate teaching programs and participate in program modification in response to evaluation results. While some flexibility will need to be maintained on a day-to-day basis it is expected that 1 above (Clinical Service/Clinical Education) will occupy 0.5 FTE and that the other 0.5 FTE will be occupied by 2 & 3 above (Modular/Structured Education – Discipline Specific & Hospital Wide). All work will be in hours only.

### 4. Clinical

- 4.1 Monitor own competence and seek assistance from consultant if uncertain about any aspects of clinical work.
- 4.2 Provide consumer centred medical care to patients. This includes communicating with the patients at their level of understanding about their condition and management, or with the immediate family when the patient is unable to comprehend within their scope of knowledge, as well as counselling patients and their carers, and providing information and advice on healthy lifestyle choices and promoting preventative health care.
- 4.3 Provide advice and support, within the scope of clinical knowledge, to colleagues and other health professionals that are both internal and external to the Hospital.
- 4.4 Perform or assist with medical or surgical procedures/operations as required.
- 4.5 Supervise, mentor, teach and promote the learning of undergraduates, Interns and Residents
- 4.6 Prepare case presentations for Grand Rounds, Hospital and Departmental meetings, Clinical Reviews and other relevant activities, as required and directed.



- 4.7 Participate in clinical incidents through open disclosure.
- 4.8 Complete clinical documentation and undertake other administrative/management tasks as required.
- 4.9 Participate in departmental and other meetings as required to meet organisational and service objectives.
- 4.10 Comply with Medical Staff Guidelines issued by SCGOPHCG

#### **5. Education/Training/Research**

- 5.1 Participate and engage in continuing professional development and educational activities.
- 5.2 Initiate and participate in the education and training of medical students, interns, residents and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 5.3 Participate in evidence based clinical research and audit activities relevant to speciality.
- 5.4 Participate in mandatory training activities to ensure compliance with North Metropolitan Health Service policy.
- 5.5 Complete an end-of-term and annual professional development review of performance with the Head of Department or Departmental Supervisor of Training.

#### **6. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity***

- 6.1 Reflect the NMHS values in the way you work, behave and make decisions.

#### **7. NMHS Governance, Safety and Quality Requirements**

- 7.1 Participates in the maintenance of a safe work environment.
- 7.2 Participates in an annual performance development review.
- 7.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 7.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 7.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 7.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

#### **8. Undertakes other duties as directed.**



## Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

### Essential Selection Criteria

1. Eligibility for registration by the Medical Board of Australia
2. Minimum 4 years of clinical experience.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support.
4. Demonstrate prior interest and skills in the provision and/or development of medical education.
5. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families, medical students, junior doctors and staff at all levels.
6. Ability to work effectively as a team member in a multidisciplinary team.
7. Demonstrated organisational and time management skills.

### Desirable Selection Criteria

1. Established role as a provider/facilitator in a modular education course.
2. Enrolled in or completed further formal qualifications in education or medical education.
3. Enrolled as an advance trainee with a relevant specialist college (ACEM, RACS or RACP).
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- 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 Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date:

