



**Registrar – Service – Medical Education**  
**Medical Practitioners Agreement: Year 1-7**  
**Position Number: 510829**  
**Medical Education Unit; Clinical Services**  
**Fiona Stanley Fremantle Hospital Group; South Metropolitan Health Service**

**Reporting Relationships**

Director Clinical Services  
 Position Number: 113013



Director Medical Education  
 Position Number: 113494



**This Position**



Directly reporting to this position:

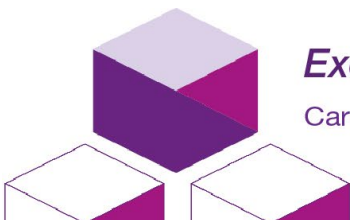
Title	Classification	FTE
Nil		

Also reporting to this supervisor:

- Director of Clinical Training (0.8FTE)
- Director of Physician Training (0.4FTE)
- Coordinator (1.0FTE)
- Senior Registrar - BPT (0.5FTE)
- FSFHG Registrar – Service - Medical Education (3.0 FTE)



**Key Responsibilities**  
 Provides medical education and support to medical staff at FSFHG. Develop and evaluate innovative education models, programs and strategies including Interprofessional Education (IPE) and Interprofessional Practice (IPP) involving medical staff.  
 Doctors support unit (DSU) comprises of Medical Education Unit, Medical Workforce and Medical Workforce Strategy teams located together, sharing a common focus to provide a singular identified location to listen, collaborate and offer solutions for our medical colleagues needing assistance with career development, clinical life problems (such as rostering, term swaps etc) and providing support and programs.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



SMHS is committed to driving opportunities to reduce its environmental footprint and promote environmentally sustainable work practices. As a health care provider, we believe it is our responsibility to reduce our emissions for the health and wellbeing of our community. It is also our responsibility to use resources wisely for the health of the planet.



## Brief Summary of Duties (in order of importance)

### 1. Medical staff orientation, education and training duties (>90%)

- 1.1 Under the direction of the Director of Medical Education (DME):
  - 1.1.1 Liaise with and build professional relationships with medical staff and the FSFHG Stanley Medical Officer Society (SMOS) in order to provide support and advice.
  - 1.1.2 Develop and evaluate interprofessional education (IPE) and interprofessional practice (IPP) involving medical staff.
  - 1.1.3 Assist the DME in acting as an advocate for improvements for medical staff and assist with sorting medical staff issues/problems.
  - 1.1.4 Advise on medical workforce, roster, position timetable and other medical staff issues.
  - 1.1.5 Assist with performance management and mentoring intern and resident medical officers (RMOs).
  - 1.1.6 Assist with planning developing, evaluating, improving and running FSFHG medical education events such as:
    - 1.1.6.1 Weekly intern and RMO tutorial program and hospital grand round (includes program planning, setting objectives for topics, greeting presenter/sponsor, facilitating session etc).
    - 1.1.6.2 Skills workshops for doctors in training.
    - 1.1.6.3 Prescribing workshops.
    - 1.1.6.4 Simulation and ALERT education sessions.
    - 1.1.6.5 Mandatory training sessions.
    - 1.1.6.6 Medical student information sessions.
    - 1.1.6.7 Career information sessions.
    - 1.1.6.8 RMO to Registrar step-up programs.
    - 1.1.6.9 Other regular education activities for medical staff and students.
- 1.2 Assist with organising orientations (including term orientations) and handover for Interns and RMOs and other medical staff as required.
- 1.3 Participate in and facilitate train-the-trainer courses, as required.
- 1.4 Assist with creating, editing, updating and maintaining the FSFHG Medical Education publications, including:
  - 1.4.1 FSFHG medical education and/or relevant medical staff intranet and internet sites.
  - 1.4.2 Department orientation guides and timetables.
  - 1.4.3 Orientation and handover materials (e.g. survival guide).
  - 1.4.4 Educational and promotional videos and e-learning modules.
- 1.5 Represents medical staff at meetings including:
  - 1.5.1 Medical Liaison Group meetings.
  - 1.5.2 Medication safety and management committee meetings.
  - 1.5.3 Medical record committee meetings.
  - 1.5.4 Clinical governance and safety and quality committee meetings.
  - 1.5.5 Other meetings as required.
- 1.6 Participate in Postgraduate Medical Council of WA (PMCWA) accreditation visits.
- 1.7 Coverage of general hospital duties/rosters as directed.
- 1.8 Special projects as required.

## **2. Clinical and/or research duties (<10%)**

- 2.1 Other activities related to the professional development of the registrar (excluding individual study) or improvement of medical skills as agreed to by the DME (e.g. clinical work, research, audit activities).
- 2.2 Activities must be supervised and approved by a relevant clinical department at FSFHG, and aligned with training requirements.
- 2.3 Duties listed 1.0 above take precedence over any clinical and/or research activities.

## **3. SMHS Governance, Safety and Quality Requirements**

- 3.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 3.2 Participates in the maintenance of a safe work environment.
- 3.3 Participates in an annual performance development review.
- 3.4 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
- 3.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Work Health and Safety Act, the Disability Services Act and the Equal Opportunity Act.

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

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Must have at least three years post-graduate clinical experience.
3. Excellent interpersonal and communication (both oral & written) skills.
4. Excellent time management and organisational skills.
5. Self-motivated and able to initiate and develop projects and improvements.
6. Current “C” or “C.A.” class drivers licence.

### Desirable Selection Criteria

1. Relevant training or experience in education.
2. Recent clinical experience at Fiona Stanley Fremantle Hospital Group.
3. 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.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.