

## Role description

<b>Role title:</b>	Principal Medical Education Officer
<b>Level of accountability:</b>	Team Member
<b>Mater Ministry/Division:</b>	Mater Education
<b>Department:</b>	Medical Education and Workforce Unit (MEWU)
<b>Manager role title:</b>	Director of Medical Education and Workforce
<b>Date created/Reviewed:</b>	28/06/2023

### Role purpose

The Principal Medical Education Officer (PMEO) will:

- Provide educational expertise to the State-wide Medical Education and Workforce Unit
- Ensure the maintenance of high standards within the Mater Hospitals educational program for prevocational medical officers
- Ensure ongoing compliance with accreditation standards and requirements.
- Provide high level, expert and strategic advice on key junior medical training, and education issues to the Director Clinical Education, Director Clinical Training, Director of medical Education and Workforce, Directors of Medical Services and Executive officers
- Lead the process of centralised governance of accreditation requirements in collaboration with local facilities and Hospital & Health Service (HHS)
- Support the Director Medical Education and Workforce to manage the relationships with QHealth hospitals and health services medical education units where required

### Behavioural standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

### Accountabilities

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater Strategy, described in the table overleaf. Each Mater Person is held

accountable for his or own behaviour, performance and development, and for contribution to our five strategic priorities: Internal alignment, External partnerships, Consumer engagement, Growth and scale, and financial sustainability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability.

This role of is responsible for fulfilling the following accountabilities.

<b>In this role</b>	
Role requirements	Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s
<b>As a Mater person</b>	
Internal alignment	Achieve greater alignment across our ministries to make the most of our combined talents and resources. <i>Ask: Who else could I involve across Mater to deliver an improved service and better outcome?</i>
External partnerships	Partner with others for the mutual benefit of improving the health of the community. <i>Ask: Are there potential partners outside of Mater that would help us to achieve greater things?</i>
Consumer engagement	Organise our services and people to ensure our Mater Moments are compelling and positive for our consumers, across all our services. <i>Ask: How can I create a defining Mater Moment that provides a positive experience for our consumers?</i>
Growth and scale	Increase our positive influence on health outcomes by growing our social and geographical reach to consumers. <i>Ask: Where can I see opportunities for Mater to grow and gain greater influence on health outcomes?</i>
Financial sustainability	Achieve a profit margin that enables us to invest in sustainable growth and community benefit. <i>Ask: How can I manage Mater resources to reduce cost or gain profit, so we can further invest in improving the health of the community?</i>
<b>As a Mater Executive / Director / Manager (more detail below)</b>	
Clinical outcomes	Responsible for leadership and direction, policy and governance that enables Mater People to deliver safe, highly reliable health and wellbeing services.
Service and operational outcomes	Leads services and operations in a way that enables safe, highly reliable service delivery, ensures an experience that is exceptional, effectively manages compliance and risk, and achieves strong financial performance.
Strong financial stewardship	Budget accountability and organisational management of operational budget and resources to deliver strong financial performance.
Compliance and risk	Responsible for determining and implementing policy and governance, identifying and proactively managing strategic risks.

Interprofessional leadership	Leads, develops and manages direct reports in a manner that deepens interprofessional integration and professional performance.
Performance and accountability	Builds accountability within team for continuously improving standards, processes and systems that are critical to success and where applicable, holds direct reports accountable for high performance.

## Role specific expectations

- Identify the educational needs of PGY1 and PGY2+ in accordance Prevocational Medical Accreditation Queensland (PMAQ) accreditation standards and the Australian Curriculum Framework for Junior Doctors.
- Support the functions of the Prevocational Medical Education Committee's and provide high level professional advice on matters relating to junior doctor education.
- Lead and take responsibility for the application and monitoring of an assessment framework that ensures valid methods of effective performance assessment in a manner consistent with National guidelines.
- Be responsible for the preparation and coordination of documentation to maintain and/or obtain accreditation of relevant terms/rotations as required.
- Actively liaise and consult with the relevant accreditation authority in relation to any changes that may impact on the accreditation of PGY1 and PGY2 terms/rotations.
- Liaise with clinical units with junior doctor rotations, including secondments to other facilities, and ensure they are consistent with accreditation standards and guidelines.
- Ensure that the management of pre-vocational doctors is consistent with approved accreditation standards and the Australian Junior Doctor Curriculum Framework.
- Monitor and undertake report preparation of clinical unit evaluations ensuring compliance with accreditation standards. Education program management, development and evaluation responsibilities
- In conjunction with the Director Clinical Training and Director of Medical Education and Workforce, develop, implement and evaluate the junior doctor education and training programs, orientation and other medical education programs and activities.
- Develop, conduct and coordinate education programs for supervisors of junior doctors. Collaborating with key stakeholders to educate and train clinical supervisors of prevocational doctors in best practice.
- Develop and implement resources to improve supervision and assessment processes.
- Assist in the development and implementation of activities that promote evidence-based best practice in medical education, considering educational/training and organisational operational needs.
- Collaborate with the Director Clinical Training and Director Medical Education and Workforce regarding the appropriate management of junior doctor issues and the development and monitoring of plans to address issues of performance and clinical competence.

- Ensure performance database tracking and reporting systems and learning management systems are maintained and reports are generated as required.
- Identify, advise and support the special needs of International Medical Graduates (IMGs) and facilitate educational and support activities for these doctors in their pre-vocational years.
- Manage and ensure adequate state-wide resources and systems to facilitate medical education including intern accreditation in accordance with the Prevocational Medical Accreditation Queensland accreditation standards, the Medical Practitioners Registration Act 2001 and the Australian Curriculum Framework for Junior Doctors.
- Lead and manage staff development activities, including staff orientation and onboarding arrangements, performance development, and process in mentoring of staff in the performance of their duties.

## **Performance and accountability**

- Ensures any direct reports have clear tasks and accountabilities associated with their roles and that these are communicated and understood
- Guides, coaches, and provides rapid, respectful, constructive feedback to direct reports in relation to their performance and behaviour
- Consistently and visibly applies the Mater Accountability framework to address inconsistencies in behaviour, practice, or performance, including formal performance management of direct reports where required, to role-model and strengthen Mater's cultural focus on accountability and feedback

## Qualifications

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What qualifications does the incumbent need to do the job?

**Essential**

- Previous experience in Principal Medical Education officer role or equivalent
- Tertiary qualifications in teaching (clinical teaching) or education or similar

## Clinical / technical competencies

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- Sound understanding of the junior medical workforce roles and responsibilities
- High level communication and liaison skills with internal and external stakeholders
- High level of understanding of the Prevocational Medical Accreditation Queensland accreditation standards, the Medical Practitioners Registration Act 2001 and the Australian Curriculum Framework for Junior Doctors.
- High level systems and ICT capability
- Strong team management skills and ability to lead by example
- Proficiency in service improvement methodologies
- Ability to think creatively to solve problems, create new opportunities and implement change
- Leadership of projects and change delivery in a multidisciplinary environment
- High level of experience working with the full Microsoft Suite of software

## Capabilities

Mater's core capabilities	Elements	Required proficiency for role i				
		Foundation (Team Member)	Proficient (Team Leader)	Skilled (Manager)	Expert (Director)	Mastery (Executive)
<b>Building high-performance interprofessional teams:</b> Builds high performance interprofessional teams by developing talent and building trust	Vision and direction Implementation of strategy Interprofessional practice and education Team leadership Team development Identifying and nurturing talent Building trust	I	I	I✓	I	I
<b>Accountability:</b> Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue	Holding to account Feedback and dialogue Drive for results	I	I	I✓	I	I
<b>Learning Agility:</b> Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations	Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking	I	I	I✓	I	I
<b>Enacting behavioural change:</b> Skilled at enacting sustainable behavioural change in people to achieve improvements	Influencing perception Generating emotional responses (tempered by Shaping behavioural decision making Mobilising and sustaining behaviour change	I	I	I✓	I	I

### i Proficiency descriptors

- **Foundation:** demonstrates application of capabilities for performing core requirements of the role **and**
- **Proficient:** demonstrates application of capabilities to others in team **and**
- **Skilled:** developed capability in others in a proactive and structured manner **and**
- **Expert:** mobilises collective capability across teams **and**
- **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out