

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Director of Clinical Training
Position Number:	511943
Classification:	Visiting Medical Practitioner 1-4
Award/Agreement:	Visiting Medical Practitioners (Public Sector) Agreement
Group/Section:	Hospitals North – Launceston General Hospital
Position Type:	Fixed-Term, Part Time
Location:	North
Reports to:	Executive Director of Medical Services
Effective Date:	October 2023
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Specialist or limited registration with the Medical Board of Australia in a relevant specialty</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	Qualification in education/medical education

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Manage the postgraduate medical education and training program and prevocational workforce within the Launceston General Hospital (LGH) and ensure that this is in accordance with the requirements of the Australian Medical Council (AMC) through the Postgraduate Medical Education Council of Tasmania (PMCT). This includes liaison with specialist colleges and the University of Tasmania.

Duties:

1. Manage the delivery of postgraduate prevocational medical education within the LGH.
2. Ensure that all activity in this area satisfies the accreditation standards set by the AMC.
3. Manage recruitment of interns and residents to maintain safe staffing levels.
4. Establish and maintain communication links with the Postgraduate Medical Education Council of Tasmania, University of Tasmania, and other stakeholders.
5. Develop and report against performance indicators to determine that staff in the early postgraduate years achieve the educational objectives set down by the Postgraduate Medical Education Council of Tasmania.
6. Develop a continuous quality improvement process for the delivery of Postgraduate Medical education.
7. Manage assessment and feedback in the prevocational medical workforce, including performance management as required.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Director of Clinical Training is responsible for:

- Managing the delivery and oversight of postgraduate prevocational medical education and training programs within the LGH as required.
- Maintaining AMC accreditation standards within this program.
- Monitoring and developing junior doctor performance and learning.
- Junior doctor recruitment and retention.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Experience in all aspects of clinical teaching and training within an acute care hospital setting.
2. Considerable professional experience enabling a high degree of professional judgment.
3. Knowledge of contemporary management principles, including performance indicators and continuous quality improvement.
4. High level communication skills, including conflict resolution and problem solving.
5. Knowledge of the role and objectives of the Postgraduate Medical Education Council of Tasmania, accrediting bodies, the Australian Medical Council and the Australian Health Practitioner Registration Agency.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).