



HSS REGISTERED

Senior Registrar – Medical Education

Medical Practitioners Agreement: Year 1-2

Position Number: 520532

Postgraduate Medical Education

Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Director Clinical Services
Medical Practitioners Agreement: Year 1-9
Position Number: 104971



Director of Postgraduate Medical Education
Medical Practitioners Agreement: Year 1-9
Position Number: 102468



This Position



- NIL

Also reporting to this supervisor:

- Director Basic Physician Training, MP YEAR 1-9, 0.30 FT
- Director of Clinical Training- Medical, MP YEAR 1-9, 0.20 FTE
- Director of Clinical Training- Surgical, MP YEAR 1-9, 0.20 FTE
- Senior Medical Registrar, MP Year 1-2, 1.00 FTE
- Coordinator, Medical Education, HSO G8, 1.00 FTE
- Medical Education Officer, HSO G6, 1.00 FTE
- Admin Officer, HSO G4, 1.00 FTE
- Medical Education Support Officer, HSO G3, 1.00 FTE

Key Responsibilities

Medical Education serves a unique position within Royal Perth Hospital and provides valuable insight into both the framework and workings of a metropolitan teaching hospital. The Senior Medical Education Registrar will assist with the professional and educational development of Junior Medical Officers including but not limited to Basic Physician Training and be involved with some of the Hospital's strategic committees.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Physician training program duties

- 1.1 Selection of candidates into the physician training program.
- 1.2 Organising the physician training which includes delivery and coordination of teaching events, supervision and support to trainees and liaising with other key stake holders in liaison with PT.
- 1.3 Allocation of clinical rotations for the basic physician trainees (BPTs) and other non BPT JMOs in conjunction with clinical services and assist with allocation of terms for other JMOs.
- 1.4 Organising tutorials including weekly Journal clubs, a written exam tutorial program and to deliver an annual mock MCQ exam in collaboration of other sites with feedback.
- 1.5 Facilitating the clinical exam training program (includes appointing clinical tutors and mentors, weekly short case and long case rounds, short case blitzes, inter-hospital Saturday exams, mock clinical exams and public long case examinations).
- 1.6 Assist with study leave applications for BPTs and other JMOs if needed and liaise with clinical services and other affiliated training sites to deliver appropriate clinical experience to all trainees.
- 1.7 Facilitate Friday registrar rounds and liaise with the Director of Physician Training (DPT) to maintain attendance of trainees to teaching events including Grand Rounds.
- 1.8 Organisation and conductance of FRACP clinical exam site at Royal Perth Site annually in accordance with RACP guidelines under supervision of DPT and other key stake holders.
- 1.9 Assist and maintain accreditation status of RPH as a Level 3 teaching site and conduct appropriate accreditation surveys as per RACP guidelines in collaboration with DPT.

2. PGME duties in a leadership role and other initiatives

- 2.1 Assist, develop and participate in wider JMO education programs as directed by the PGME directors and play a key role in ongoing re-modelling of such programs. This may include research into education and or audits or JMO survey as appropriate.
- 2.2 Maintain educational development as a key focus and attend or partake in pre-vocational conferences as directed by PGME directors and assist in wider educational or training policy development as required.
- 2.3 Wider advocacy role to represent JMO concerns and key agendas in liaison with other JMO leadership bodies to PGME or to other stakeholders in conjunction with PGME directors.
- 2.4 Assist and play a key role in developing service registrar and non-vocational JMO mentorship initiatives with provision of teaching programmes in conjunction with PGME directors.
- 2.5 Assist PGME directors in support of JMOS in difficulty including their wellbeing in conjunction with directors and the Wellbeing Officer. This may include supervision and or implementation of remedial/restorative action plans as directed by PGME directors.
- 2.6 Assist and support Medical Education Officers with regards to delivery and modulation of the Intern and RMO teaching and education programs.
- 2.7 Assist and play a key role in electronic delivery of educational resources and teaching sessions to all.
- 2.8 Liaise with the Director of Postgraduate Education and represent JMOs and PGME in key leadership bodies as a member of the following committees:
 - Medical Advisory Committee
 - RPH Teaching and Training Committee
 - Clinical Quality and Safety Committee
 - Clinical Services Program Matrix Group
 - Junior Medical Officers Liaison Committee
 - Assessment and Review Group
 - Inter-hospital Medical Education Registrar Group

3. Other specific duties

- 3.1 Organise and assist in the Registrar transition program.
- 3.2 Participate in the “Teaching on the run” program.
- 3.3 Participate in the Intern Orientation week.
- 3.4 Participate in the junior medical officer induction and orientation programs (Residents and Registrars).

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Significant progress towards attaining Fellowship of the Royal Australasian College of Physicians.
3. Advanced trainee status or significant progress towards an advanced trainee position in a recognised speciality. Details of relevant training and experience, including periods of advanced training in the relevant specialty are required.
4. Demonstrated effective interpersonal and communication skills at an individual and team level. Must be able to show an ability to get on with colleagues and work in a multidisciplinary environment.
5. Demonstrated knowledge and expertise in undergraduate and postgraduate teaching activities with the ability and the experience to pass on knowledge to the Hospital's junior medical staff.
6. Demonstrated interest in and commitment to quality assurance. This requires a commitment to and on-going involvement in the quality assurance parameters set by the Hospital.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Demonstrated experience in and commitment to research processes. This requires an interest in and a commitment to on-going clinical research.
2. Interstate and/or overseas experience.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- 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 or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name	Signature or	HE Number	Date
Effective Date			
HCN Registration Details (to be completed by HSS)			
Created on	Last Updated on	May 2019	