

## POSITION DESCRIPTION

<b>Position Title:</b>	Deputy Director of Simulation Program
<b>Business Unit/Department:</b>	Medical Education
<b>Division:</b>	Medical Services
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HN19 to HN59
<b>Reports To:</b>	Director of Simulation
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	5 January 2026

### Position Purpose

The Deputy Director of Simulation (SIM) Program will play a key role supporting the Director of Simulation in growing and embedding the simulation program to consolidate Western Health's role as a major teaching and training health service in Victoria.

Under the direction of the Director of Simulation, they will support leading our simulation team and drive the work required to develop and implement a world class SIM program that strengthens individual skills, optimises interprofessional teamwork and improves health outcomes for our patients. They will develop and implement translational simulation as a system improvement tool across Western Health in line with organisational priorities.

The role will develop and maintain strong partnerships with internal and external stakeholders to promote a culture of learning and collaboration within the organisation.

### Business Unit Overview

The Simulation Program has responsibility for the operational delivery of simulation-based education and translational simulation at Western Health.

The Simulation Program leads the development of simulation-based education in partnership with education teams across all professions, aligned with the Department of Medical Education's organisational strategic priorities, to foster an optimal learning environment that supports professional development, interprofessional collaboration, and safe, high-quality patient care.

Its function includes but is not limited to:

- Interprofessional based simulation including developing high-performance team training
- In-situ simulation training
- Quality improvement through translational simulation
- Supporting operational goals and system testing
- Supporting student development and readiness for clinical practice

### Our Vision

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- Creating simulation resources to support simulation faculty development

The program is accountable for the provision of high-quality education and training, that promotes psychological safety for all staff by creating a safe environment for patients and staff and promoting best care for our patients.

The program supports system design and improvement to enable staff to deliver best patient care. The program works to foster a culture of trust and teamwork amongst all staff both clinical and non-clinical through shared knowledge and mutual respect.

### Key Responsibilities

- Supports the Director of Simulation with the implementation of the Western Health simulation strategy, contributing to the delivery of a comprehensive, high-quality simulation education program that improves patient outcomes and aligns with organisational priorities.
- Collaborate with clinicians, educators and key stakeholders to design, deliver and refine simulation-based curricula that meet identified learner, service and system needs.
- Develop and adapt simulation learning objectives and case scenarios informed by risks identified through Western Health Quality and Safety Committees, supporting patient safety and fostering psychological safety for staff.
- Support the Western Health Best Care Framework by operationalising learnings from ISR 1 and 2 incidents into simulation activities and educational programs.
- Assist in evaluating educational content across disciplines to identify opportunities for integration of simulation-based training.
- Partner with subject matter experts to operationalise, facilitate and debrief simulation sessions across a range of clinical and interprofessional contexts.
- Support and promote the integration of new and emerging simulation technologies into the educational curriculum, in collaboration with the Director and relevant stakeholders.
- Contribute to the design and delivery of learning experiences that support transition to clinical practice for new graduates and staff entering new roles.
- Promote and support the development of simulation-based interprofessional education and high-performance teamwork training.
- Create, maintain and adapt simulation resources that support senior staff and educators in facilitating ongoing professional development.
- Coordinate and analyse staff feedback and evaluation data to inform continuous improvement of simulation programs and learning experiences.
- Assist in identifying, preparing and supporting funding grants, partnerships and commercial opportunities that advance innovation and sustainability in simulation.
- Support the Director of Simulation and the Program Director of Medical education as part of their role within the larger Department of Medical Education supporting the strategic implementation of simulation programs for lifelong learning and interprofessional education and training.
- Available to support leave cover and take on special projects within their simulation skillset and remit supporting the Director of Simulation within the Department of Medical Education.
- This role supports simulation across all Western Health sites.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- Chief Medical Officer
- Executive Director of Nursing
- Deputy Chief Medical Officer
- Program Director Medical Education/ Director of Simulation
- Manager – Department of Medical Education
- Directors and Deputy Directors of Clinical Training

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- Directors of Education – Medical, Nursing and Allied Health
- Simulation Program Coordinator
- Directors of Quality & Safety
- Clinical Service Directors and Heads of Units
- Divisional Directors and Operations Managers
- Director Medical Workforce Unit

**External:**

- Other National and International simulation centres
- Post Graduate Medical Council of Victoria
- Specialist Medical Colleges
- Relevant professional and industrial organisations
- Universities Affiliates
- Other agencies including but not limited to Ambulance Victoria, Victoria Police and Fire Rescue
- Victoria

### Selection Criteria

**Essential:**

- Experience in a senior role in simulation education and training.
- Experience in the application of translational simulation in healthcare.
- Fellowship of a recognised Medical Specialty College in Australia.
- Clinical appointment as a specialist at Western health with a minimum 0.2 FTE permanent or ability to obtain one prior to commencement.
- Experience and/or post graduate qualifications in medical education.
- Proven track record of developing and implementing innovative approaches to integration of simulation training into the workforce and health service.

**Desirable:**

- Demonstration of collaborative ventures for sharing of best practice principles for mutual benefit and gain.
- Effective time management and the ability to handle multiple requirements simultaneously.
- Well-developed interpersonal skills, including stakeholder relationship management.
- Strong problem solving and analytical competencies.
- Existing well-developed relationships within the organisation.
- Demonstrated commitment to a team focussed approach.

### Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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