

## POSITION DESCRIPTION

<b>Position Title:</b>	Program Director, Medical Education
<b>Business Unit/Department:</b>	Department of Medical Education
<b>Division:</b>	Medical Services
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) Enterprise Agreement 2022–2026
<b>Classification:</b>	To be negotiated as per Agreement (Fractional/Full-time)
<b>Reports To:</b>	Director of Medical Services
<b>Direct Reports:</b>	Directors of Training (PGY1/2/3+/IMGs), Director of Physician Education, Manager Medical Education, MEOs, Admin Staff
<b>Date Prepared/Updated:</b>	May 2025

### Position Purpose

The Program Director of Medical Education (PDME) is the senior clinical leader responsible for the Department of Medical Education at Western Health. The PDME provides strategic direction and operational oversight of all medical education and training activities, spanning from PGY1 to PGY3+ including physician trainees and international medical graduates. The role ensures compliance with accreditation standards, promotes high-quality education delivery and cultivates a safe and supportive learning environment aligned to Western Health's vision of Best Care.

The PDME is a key leadership role within the medical leadership structure at Western Health and is essential in the delivery of the best care to our clients. The PDME with the support for Chief Medical Officer (CMO) and Director of Medical Services (DMS) will ensure that Western Health provides excellent training experience for Junior and Senior doctors and work with Divisions, Nursing and Allied Health education, Universities and specialist colleges in achieving it.

Key accountabilities will include:

- Delivery of agreed annual business/operational plans.
- Financial performance within an allocated budget.
- Developing and maintaining high standards of clinical governance.
- Promoting excellent patient experiences.
- Development of Medical Education Strategy

### Business Unit Overview

Western Health is one of Victoria's largest and most dynamic public health services, providing care to a rapidly growing and diverse population across Melbourne's western suburbs. It delivers a comprehensive range of inpatient, outpatient, emergency and community-based health services through a network of hospitals and facilities including:

- Footscray Hospital (new state-of-the-art facility opening in late 2025)
- Sunshine Hospital, home to the Joan Kirner Women's and Children's
- Bacchus Marsh and Melton Regional Hospital

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- Sunbury Day Hospital
- Williamstown Hospital

Serving more than one million people, Western Health is a leader in person-centred care, clinical innovation and workforce development. It is committed to its vision of *Together, Caring for the West* and places strong emphasis on its values: Compassion, Accountability, Respect, Excellence and Safety.

The Department of Medical Education (DME) operates as a centralised unit responsible for the coordination, delivery, governance and continuous improvement of medical education across all Western Health sites. The unit supports the full continuum of junior medical staff training from intern (PGY1) through to PGY3+, as well as physician trainees, international medical graduates (IMGs) and those entering vocational programs across a range of specialties.

The department oversees a broad educational portfolio including structured teaching programs, clinical supervision frameworks, simulation-based education, career support and pastoral care. It collaborates with numerous stakeholders including medical colleges, the Postgraduate Medical Council of Victoria (PMCV) and university medical schools.

With over 500 junior doctors trained each year across diverse disciplines and locations, the DME plays a vital role in ensuring Western Health remains a premier site for clinical training, offering high-quality, safe and supportive environments that prepare the next generation of medical professionals.

### Key Responsibilities

- **Educational Design and Delivery**
  - Ensure that Director of Training (DCT) & Medical Education Officers support the development and delivery of structured educational programs, including orientation, clinical teaching, simulation, and procedural skills.
  - Ensure all programs align with the Post Graduate Medical Council of Victoria (PMCV), Australian Medical Council (AMC) and relevant college frameworks.
  - Ensure education delivery reflects contemporary 'best practice' standards and contributes positively to Western Health's reputation as a leader in medical education.
  - Support the CMO and DMS in development of a continued professional development and leadership development program for specialists based on needs for individual areas and organisational priorities.
  - Lead the development of faculty of medical educators at Western Health including continued professional development of these staff in education and simulation.
- **Best Care:**
  - Ensure the provision of safe, effective, person-centered education aligned to Western Health's Best Care framework.
  - Support high standards of training delivery, including simulation, bedside teaching, and didactic sessions.
  - Monitor and promote quality assurance in educational programs across all cohorts (PGY1, PGY2, PGY3+, IMGs, and BPTs).
  - Promote and support continuous quality improvement and respond to trainee feedback.
- **Workforce:**
  - Ensure appropriate recruitment, orientation, and supervision of Directors and Deputy Directors of Training.
  - Oversee the performance appraisal, support, and development of all Medical Education staff.
  - Promote wellbeing and pastoral support for junior medical staff.
  - Liaise with Medical Workforce and Divisions regarding rostering, supervision capacity, and safe work practices
  - Foster a collaborative, multi-disciplinary learning environment that promotes ongoing professional growth and knowledge-sharing
  - Work closely with MWU to identify and support pre-vocational doctors requiring welfare or performance-related interventions.
- **Operations:**

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- Provide leadership for the development and implementation of efficient educational models.
- Oversee departmental KPIs including attendance, satisfaction, accreditation, and educational outcomes.
- Manage and forecast budgetary requirements and allocate resources in collaboration with the department Manager.
- Facilitate accreditation reviews and reporting to regulatory bodies (PMCV, RACP, AMC, etc).
- Leadership:
  - Drive a culture of teaching excellence and continuous improvement.
  - Represent the department in senior forums and contribute to Western Health's strategic educational priorities.
  - Support integration of specialty education programs via partnerships with Divisions and external colleges.
  - Contribute to resolution of education delivery issues and clinical governance reviews as required.
  - Provide organisational liaison point to university partners around undergraduate medical education and ensure these partnerships are effective and aligned to Western Health's strategy.
- Research
  - Encourage and support educational scholarship and innovation in curriculum development.
  - Collaborate with academic partners to support clinical placements, supervisor development, and teaching initiatives.
  - Foster a departmental research culture and identify opportunities for publication and conference contribution.
- Other
  - Maintain personal qualifications in accordance with continuing certification requirements of the relevant medical college or other bodies.
  - Comply with Western Health financial systems, policies and processes.
  - Manage unit budget appropriately and ensure fiscal controls are in place to regularly monitor budgeted and unbudgeted expenditure with the support of the financial business partner for the Division.
  - Manage and operate in accordance with Western Health Human Resource policy and practice in all matters relating to recruitment and employment.
  - Receive and return organisational relevant information and communication through phone, and/or voicemail and email within reasonable time limits expected by the organisation.
  - Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health.
  - Other duties as delegated by the Chief Medical Officer.

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
- Directors and Deputy Directors of Training
- Director of Physician Education
- Director Medical Workforce
- Heads of Units and Divisional Leaders
- Director of Medical Education
- Medical Education Officers and administrative staff

#### External:

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- PMCV, RACP, AMC, RACGP, ACEM and other relevant Colleges
- University Medical Schools
- Consortium Health Services

## Selection Criteria

### Essential

- AHPRA registration as a medical practitioner
- Fellowship of a recognised Australian specialist college with minimum 5 years post-Fellowship clinical experience
- Demonstrated leadership and governance experience in medical education at organisational leadership level.
- Proven experience in educational program design and development, supervision and quality improvement
- Excellent and demonstrable communication, collaboration and stakeholder engagement skills
- Demonstrated ability to plan and prioritise workload with conflicting deadlines in a high pressure environment
- Demonstrated ability to lead process improvement initiatives.
- Demonstrated innovation, initiative and self-direction
- Understanding of business principles, continuous improvement and key organisational performance indicators
- Current motor vehicle driver's license

### Desirable

- Postgraduate qualification in Medical Education or Health Leadership
- Prior experience as Director of Physician Training or Clinical Education Lead

## 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
- 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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

## General Information

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- This role will be expected to be performed interchangeably between all Western Health sites as necessary.
- 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
- 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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