

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Education Officer
<b>Business Unit/Department:</b>	Department of Medical Education
<b>Division:</b>	Medical Services
<b>Award/Agreement:</b>	Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024–2028
<b>Classification:</b>	Nurse Educator Grade 4A/4B (depending on qualifications and background)
<b>Reports To:</b>	Manager, Medical Education
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	19 May 2025

<b>Position Purpose</b>
<p>The Medical Education Officer (MEO), is responsible for implementation, delivering and evaluating medical education and training for PGY1–PGY3 doctors, International Medical Graduates (IMGs) and junior medical staff across all Western Health campuses. The role ensures training aligns with contemporary standards, accreditation frameworks and contributes to the culture of learning, safety and professional development. The MEO delivers a broad range of training modalities, including simulation, procedural skills, orientation, and professional development sessions. The MEO also provides career guidance and ensure wellbeing and support to trainees by fostering an environment where early-career doctors feel supported, informed, and empowered to succeed.</p>
<b>Business Unit Overview</b>
<p>The Medical Education Unit in association with the Medical Workforce Unit supports junior medical staff with education, training and professional development, particularly in the prevocational years of PGY1-3.</p> <p>The Medical Education Unit is responsible for the prevocational training and education of doctors in PGY1-3. This includes a role in coordinating and facilitating educational activities including parts of orientation. The Unit also provides elements of pastoral care and career advice to junior doctors. It aims to provide an optimal learning environment using sound educational principles to deliver a relevant and comprehensive education program for junior medical staff.</p> <p>The education program includes a comprehensive orientation program and weekly intern/HMO education sessions. Simulation and practical skills sessions are conducted regularly through the year.</p> <p>The Unit also provides additional support to International Medical Graduates (IMGs) or any doctors who</p>

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may require additional support in terms of orientation and education.

Members of the Medical Education Unit work across all sites of Western Health.

## Key Responsibilities

### Educational Design and Delivery

- With the relevant Director of Training (DCT), 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.
- In collaboration with the relevant DCT develop, coordinate, and review medical staff orientation programs, particularly for those new to Western Health, including IMGs.

### Wellbeing and Career Support

- Provide confidential support and referral pathways for junior medical staff, including IMGs.
- Contribute to wellbeing care frameworks that promote wellbeing and support.
- Act as a professional advocate for junior doctors, ensuring their concerns and needs are heard and supported.
- Support the DCT and MWU to identify and support pre-vocational doctors requiring welfare or performance-related interventions and advise them regarding optimisation of rotations to support professional development of junior doctors.

### Accreditation and Compliance

- Support accreditation processes and documentation for PMCV, AMC and other bodies.
- Assist in the development of faculty development activities and supervisor training programs.
- Ensure data is maintained for education attendance, performance tracking and feedback reporting as per accreditation standards.
- Coordinate accreditation submission for new terms and ensure ongoing accreditation requirements are met.

### Stakeholder Collaboration

- Work in close partnership with the Manager of Medical Education, Medical Education Unit team members, Directors of Clinical Training (DCTs), and the Supervisor of Intern Training (SiT) to support the ongoing development, implementation, and evaluation of medical education initiatives
- Support the Manager of Medical Education Program in collaborating with universities, PMCV and other services to enhance learning and supervision
- Collaboratively engage with MWU in delivering various educational and orientation programs as directed by the Manager and Program Director.
- In collaboration with the relevant DCT liaise with key internal stakeholders such as Term Supervisors (TS) and Clinical Supervisors (CS), to promote educational excellence, advocacy, and the wellbeing of junior doctors.
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### Administration and Continuous Improvement

- Contribute to budget planning and funding submissions as required.
- Use evaluation feedback to improve content delivery and learner outcomes.

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- Travel between sites as required to support program delivery and alignment.

### Key Working Relationships

#### Internal:

- Manager and Program Director, Medical Education
- Directors of Clinical and Physician Training
- Supervisor of Intern Training
- Simulation Centre staff
- Medical Workforce Unit
- Clinical Divisions and Unit Leaders

#### External:

- PMCV, AMC, AHPRA
- University Medical and Nursing Colleges
- Other education and accreditation bodies
- Peer health services

### Selection Criteria

#### Essential

- Current AHPRA registration as a Registered Nurse
- Minimum five years' clinical experience in an acute healthcare setting
- Demonstrated ability to develop, deliver and evaluate medical education programs
- Excellent written and verbal communication skills
- Proven interpersonal skills, including conflict resolution and stakeholder engagement
- Familiarity with AV, IT, and education delivery tools (e.g., videoconferencing, simulation platforms)
- Understanding of junior medical staff training frameworks (e.g., PMCV, AMC standards)
- Competence in delivering basic clinical procedures (e.g., BLS, venepuncture, cannulation)
- Strong organisational skills and ability to work independently and collaboratively
- Ability to work across all Western Health campuses
- Ability to work after hours and weekends (if required)

#### Desirable

- Postgraduate qualification in clinical education or working toward completion
- Experience in interprofessional education or leadership within a healthcare setting
- Prior involvement with PMCV, AMC or other accreditation bodies.

### Leadership Capabilities

Leadership Capability	Definition
Manages complexity	Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
Decision quality	Making good and timely decisions that keep the organisation moving forward
Plans and aligns	Planning and prioritizing work to meet commitments aligned with organisational goals
Optimises work processes	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
Ensures accountability	Holding self and others accountable to meet commitments

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Values differences	Recognising the value that different perspectives and cultures bring to an organisation
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Persuades	Using compelling arguments to gain the support and commitment of others
Manages ambiguity	Operates effectively, even when things are not certain or the way forward is not clear
<b>Additional Requirements</b>	
<p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines.</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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), 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</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>	
<b>General Information</b>	
<ul style="list-style-type: none"> <li>• Redeployment to other services and sites within Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• 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</li> <li>• Western Health is committed to Gender Equity</li> <li>• Western Health provides support to all personnel experiencing family and domestic violence</li> <li>• 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</li> <li>• Western Health is a smoke free environment</li> </ul>	

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<i>I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.</i>			
Employee's Name:	Click here to enter the Employee's name.		
Employee's Signature:		Date:	Click here to enter a date.

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