

POSITION DESCRIPTION

Position Title:	Medical Education Coordinator
Business Unit/Department:	Department of Medical Education
Division:	Medical Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Classification:	HS3
Reports To:	Manager, Medical Education
Direct Reports:	Nil
Date Prepared/Updated:	29 May 2025

Position Purpose

The Medical Education Coordinator is part of medical education team and primarily responsible for compliance with the RACP accreditation standards and frameworks; supporting, administering, and managing the WH Basic Physician Training program and its relationships with all relevant stakeholders; and the setting in which this is delivered.

The Medical Education Coordinator role encompasses all aspects of the support and administration of the basic physician training program and its setting, including the drafting, implementing, monitoring, analysis, and reporting of the program, to ensure trainees have access to a full range of high-quality training experiences and to fulfil their training requirements.

The Medical Education Coordinator works in collaboration with the DPE and DDPEs. They coordinate, administer, maintain and monitor the program, ensuring an efficient, professional and confidential operation.

The Medical Education Coordinator is required to liaise with the BPT-streamed resident medical staff, relevant RACP divisions, Greater Western Consortium partners, (RMH, BHS and AWH), WH department heads, senior medical staff, nursing staff, medical workforce unit and administration staff, and additionally with external program coordinators/managers across the Victorian BPT consortia.

Under the direction of Manager of Medical Education, the Medical Education coordinator will support the wider medical education team and will be involved in special projects, leave cover, and supporting the delivery of medical education strategy across Western Health.

Business Unit Overview

Department of Medical Education

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The Department of Medical Education in association with the Medical Workforce Unit (MWU) supports junior medical staff with education, training and professional development, particularly in the prevocational years of PGY1-3+.

The MED 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.

The education program includes a comprehensive orientation program and weekly intern/HMO education sessions. Simulation and practical skills sessions are conducted periodically.

The department also provides additional support to International Medical Graduates (IMGs) or any doctors who may require additional support in terms of orientation and education.

Members of the department work across all sites of Western Health.

The Basic Physician training unit, in association with the Medical Workforce Unit (MWU), supports BPT-streamed resident medical staff with education, training and professional development, in the prevocational years of PGY2-4+, in preparation for transition to advanced training and medical specialisation.

The Basic Physician Training (BPT) Program at WH is accredited by the RACP, and is partnered with the Greater Western Consortium, with trainees optionally rotating to the Royal Melbourne Hospital (RMH), and/or rural sites including Albury Wodonga Health (AWH) and Grampians Health (BHS).

The program involves formal education curricula across the training spectrum (BPT 1-3), in addition to dedicated preparation for the RACP divisional written and clinical examinations.

Key Responsibilities

Develop, implement and monitor administration systems and governance processes for the BPT Program

- Coordinate and contribute to the formulation and implementation of systems, processes, and activities to enable quality physician education, including but not limited to weekly BPT education, BPT3 education curriculum, 'Brains trust', professional development projects, workshops, mock examinations and the RACP divisional clinical examination
- Implement systems of governance to deliver to RACP accreditation standards
- Maintain organisation and storage of all documentation including RACP correspondence, trainee performance related data, Educational Supervisor communications, survey data and accreditation reports
- Support and contribute to the tools and systems for monitoring and reporting on trainees' wellbeing, training satisfaction, experience, workplace performance and progress
- Ensure timely and accurate communication of RACP correspondence, and education and training information
- Maintenance and organisation of relevant communication pathways incl. databases, websites, newsletters, publications, and other communications.
- Co-ordination of education sessions, including IT support, scheduling, and communications with relevant stakeholders
- RACP examinations co-ordination including scheduling, communications, internal and external stakeholder engagement and liaison, venue reservation and support staff recruitment and oversight.

Prepare routine correspondence and reports:

- Source, collate and monitor electronic and/or paper-based training records
- Create and maintain communication contact records and data bases for all stakeholder groups

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- Contribute to, prepare and deliver reports, statements and other documentation required for training, education and accreditation purposes
- Contribute to and coordinate the development, organisation, implementation and monitoring of RACP training requirements including workplace-based assessments, reports, RACP and mock written and clinical examinations, meetings, stakeholder forums, education sessions and conferences.

BPT recruitment:

- Co-ordinate with Medical Workforce Unit to advertise, screen, schedule and support the recruitment of WH basic physician trainees, including familiarisation with PMCV processes
- Monitor on-boarding requirements and RACP registration processes
- Co-ordinate and participate in, and report on, exit interviews at the termination of trainee employment with Western Health.

Resource management:

- Prepare, collate and communicate orientation guides, and educational manuals and materials in electronic/ paper versions
- Reserve venues, resources (environmental services, security etc.) and catering requirements for education programs, examinations, forums, and BPT-related meetings.
- Coordinate educational resources to ensure the continuity of education programs
- Engagement with, and co-ordination of, BPT educational, ward and rotational supervisors and monitoring RACP-directed supervisor training requirements (SPDP workshops).
- Collate, document and communicate CPD requirements, related to BPT activities, for WH BPT senior medical and supervisor staff.

Financial management:

- Support the manager of Medical Education to co-ordinate with the finance department to interpret financial budgets, incl. an understanding of the GWC financials, co-ordinating the RACP clinical examination delivery expenditure and annual returns.

Provide excellent customer service and working relationships:

- Provide timely and accurate responses to administration queries, liaising closely with Medical Education Unit, Medical Workforce Unit and other departments in the health service
- Provide guidance and assistance (where appropriate) to clients, participants and potential participants of education and the basic physician training program
- Act as the first point of reference for unit heads, executive assistants, staff, resident medical officers, supervisors, and participants in relation to education programs and resources
- Liaise, develop, and maintain working relationships with BPT stakeholders
- Cooperate and collaborate with MEU and MWU staff to ensure the quality and continuity of education programs.

Contribute to a safe work environment for all staff (mandatory):

- Conduct yourself in a manner that will not endanger yourself or others
- Follow Western Health's Occupational Health and Safety policies and procedures
- Report any unsafe work practices, hazards, near miss incidents and accidents.
- Maintain an awareness of the Occupational Health and Safety Act 1985 and the Accident Compensation(WorkCover) Act 1992
- Contribute to safety awareness and promotion by contributing ideas and suggestions
- Maintain knowledge and practice of infection control / hygiene precautions and Western Health infectioncontrol policies and procedures.

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<p>Perform any other duties in line with these key responsibilities, as directed.</p> <p>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.</p>
<p>Key Working Relationships</p>
<p>Internal:</p> <ul style="list-style-type: none"> • Chief Medical Officer • Director of Medical Services • Director, Medical Workforce • Deputy Director, Medical Workforce • Medical Workforce Unit Staff • Junior Medical Staff • Senior Medical Staff • Directors of Clinical Training and Medical Education Officers • Deputy Directors of Physician Education • Clinical Service Directors and Heads of Units • Divisional Directors and Operations Managers • People and Culture • Finance Business Partners • Payroll services • IT services <p>External:</p> <ul style="list-style-type: none"> • Royal Australasian College of Physicians • Greater Western Consortium • Program co-ordinators and DPE's across Victorian BPT training consortia • PMCV
<p>Selection Criteria</p>
<p>Essential:</p> <ul style="list-style-type: none"> • Appropriate tertiary qualification within business/human resources, and/or equivalent experience • Experience in education administration and support • Experienced personnel practitioner with a high level of written and oral communication skills • Demonstrated proficiency in advanced computing and administrative skills including Microsoft Office suite of software programs, and recent advances in IT space including AI. • Demonstrated proficiency in use of electronic administrative systems • Developed high-level customer service and interpersonal skills, with people from diverse backgrounds • Demonstrated ability to collaborate, foster co-operation and mobilise teams • Demonstrated ability to devise, plan and implement and monitor educational programs • Demonstrated ability to produce quality documentation (e.g., reports, manuals, correspondence, templates, etc.) and to provide editing and presentation assistance for complex documents • Demonstrated high level of organisation and initiative, including experience in meeting deadlines and working to short timelines. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in Hospital organisations with numerous internal and external relationships

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- Experience in workforce management and training program delivery
- Working knowledge of medical training programs (ideally, in Physician training sphere).

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
- 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
- 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

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