

## POSITION DESCRIPTION

<b>Position Title:</b>	Paediatric Training & Education Coordinator
<b>Business Unit/Department:</b>	Paediatric Medicine
<b>Division:</b>	Women's & Children's
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Classification:</b>	HN15 – HN59
<b>Reports To:</b>	Head of Unit, Directors of Physician Education, Clinical Service Director, Chief Medical Officer
<b>Direct Reports:</b>	Trainees in Paediatric Basic Training, Trainees in General Paediatrics Advanced Training
<b>Date Prepared/Updated:</b>	4 April 2024

### Position Purpose

The primary role of the Paediatric Training and Education Coordinator is to oversee and coordinate the local training program for medical staff undertaking training in Paediatric Basic Training and General Paediatrics Advanced Training through the Royal Australasian College of Physicians (RACP).

It is a clinical support role embedded within the role of a specialist General Paediatrician and will include any existing clinical support allocation of the appointee. This position description is to be read in conjunction with the Position Description for General Paediatrician.

The role will also have clinical support and education responsibilities for junior medical staff who are not training within the RACP programs.

### Business Unit Overview

Paediatric inpatient and ambulatory services sit within the Division of Women's and Children's Services. Western Health provides inpatient and outpatient paediatric care for children with a wide range of medical and surgical conditions. The General Paediatricians regularly liaise with other departments within Western Health as well as with the tertiary centres for Paediatric care in Victoria. The Paediatric service at Western Health operates from several sites at Western Health including Joan Kirner Women's and Children's at Sunshine Hospital (Paediatric Inpatient Unit and Outpatients), Bacchus Marsh Hospital (Special Care Nursery and Paediatric Outpatients), and Melton Health Community Paediatrics. General Paediatricians may be asked to work across any of the Western Health sites.

The dedicated Paediatric Emergency sees over 30,000 presentations annually, and this service works closely with the Paediatric Medicine inpatient and outpatient services. There are approximately 5,000 paediatric admissions annually to the Children's Ward, with further admissions to the Day of Surgery Unit. Outpatient paediatric services are provided in General Paediatric Medicine, Neonatal Medicine, Behavioural and Developmental Assessment, and a number of subspecialty services including Cardiology,

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Endocrinology, Neurology, Allergy, and Dermatology. The multidisciplinary community paediatric service at Melton Health provides a range specialty neurodevelopmental assessment and therapy clinics including Autism Assessment Clinics and Pathways to Good Health clinics. Joan Kirner Women's and Children's at Sunshine Hospital also has a Level 6 neonatal inpatient service (staffed by Neonatologists) supporting the large maternity service at Joan Kirner Women's and Children's. There is a 3-bed Level 3 Special Care Nursery operating at Bacchus Marsh Hospital staffed by General Paediatricians. The Paediatric Medicine unit supports the longitudinal care for patients within the Newborn Service.

Western Health supports medical student education with students from The University of Melbourne, Charles Sturt University, and Deakin University.

### Key Responsibilities (in addition to the standard paediatric emergency physician responsibilities)

The Paediatric Training and Education Coordinator is responsible for all trainees at the training site. The Training and Education Coordinator will:

- Perform all clinical duties as require, as per the Position Description for a General Paediatrician
- Ensure the Paediatric Department meets the RACP accreditation standards by ensuring an appropriate local training program is in place for paediatric medicine trainees that maps to the RACP curriculum across all domains
- Ensure a high level of clinical experience is provided to trainees to meet their training needs and develop clinical expertise within General Paediatrics
- Ensure formal education is provided and maintain attendance records for all sessions
- Ensure there are opportunities for research and audit for trainees of all levels
- Organise a supported teaching program for those registrars working at Western Health who are preparing to sit their FRACP written or clinical examination; in collaboration with the Royal Children's Hospital and Monash Children's programs
- Act as the contact person for paediatric medicine trainees and provide information on training programs, examination regulations and opportunities for appropriate rotations within the organisation and externally
- Counsel junior medical staff on career choices and pathways in paediatric medicine
- Coordinate with the Director of Emergency Medicine Training (Paeds) and the nominated Education Coordinator in NICU to optimise conjoint educational activities within the hospital for trainees
- Maintain oversight of training issues and compliance with requirements for all Paediatric Basic Trainees at Western Health across all departments
- Coordinate and oversee a successful Local RACP Paediatric Divisional Clinical Examination annually and to participate as an active Local, Regional, or National Examiner
- Prepare paperwork and coordinate site visits for RACP Accreditation for Basic Training and Advanced Training in General Paediatrics and Community Child Health
- Participate in committee meetings with RACP Training Committees where applicable (nomination and selection to these committees applies)
- Liaise regularly with the Directors of Physician Education (DPE) at the tertiary network hospital
- Maintain abreast of changes to curriculum or training pathways that affect trainees and communicate these clearly to both trainees and supervisors
- Organise supervisors for trainees each rotation and liaise with staff where trainees are also seeking a mentor
- Oversee regular trainee performance assessment meetings with supervisors to ensure timely feedback is provided to trainees throughout their rotation
- Identify trainees requiring additional support and ensure systems of support are accessible, implemented, and effective
- Ensure local supervisors have the appropriate training and experience to provide clinical, educational and mentoring support to trainees and are familiar with the training and tools provided by the RACP for trainee supervision. Provide guidance to other supervisors regarding and support professional development for senior medical staff in supervising skills.
- Maintain records of mid-year and end-of-year supervision reports for all trainees within the program, and maintain oversight of trainee progress with mandatory college assessments each rotation.
- Liaise with the Victorian Basic Paediatric Training Consortium as required
- Support doctors in training in identifying and managing their ongoing professional development
- Provide orientation to trainees at the commencement of their rotation

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- Participate in trainee recruitment, including assisting with the centralised Victorian Paediatric Advanced Training (VPAT) program
- Promote a fair workplace, professionalism, and ethical practice among trainees
- Promote flexibility within the training and clinical workforce
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Head of Unit

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:

- Head of Paediatric Service
- Director of Paediatric Emergency Medicine and Head of Newborn Services and their nominated Education/Training directors
- Directors of Physician Training for Adult Medicine
- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Chief Registrar Paediatrics
- Trainees in paediatrics, paediatric emergency medicine, neonatology
- Junior medical staff working within the general paediatric unit
- Research Coordinator

#### External:

- Paediatric DPE's within Victoria
- RACP staff

### Selection Criteria

#### Essential

- Medical degree and Fellowship of the RACP (Paediatrics and Child Health Division)
- Current Australian medical registration with AHPRA
- Five years consultant practice in Paediatric Medicine
- Experience in the support, training and supervision of Junior Medical Staff
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Well-developed written and verbal communication skills
- Displays and expresses a high level of ethics regarding patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make, and clearly communicate, decisions to relevant parties
- Recognises the importance of confidentiality in providing training support to junior staff
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains own knowledge and skills
- Participates in and contributes to committees, teams, and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role

#### Desirable

- Post-graduate qualification in medical education
- Local Examiner with the RACP for Divisional Clinical Examinations
- Experience in clinical audit
- Knowledge of health issues in relation to Western Health's catchments

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## 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 and 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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