POSITION DESCRIPTION

Position Title:	Director of Training – PGY1 & PGY2
Business Unit/Department:	Medical Education
Division:	Medical Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	Fractional Specialist in accordance with experience
Reports To:	Program Director of Medical Education
Direct Reports:	Nil
Date Prepared/Updated:	1 September 2025

Position Purpose

The Directors of Training for PGY1 (Intern) and PGY2 play a pivotal leadership role in overseeing the coordination, supervision, and delivery of high-quality education programs for Interns and HMO2 doctors. This vertically integrated role ensures seamless transition from PGY1 (Intern) to PGY2, aligning with the Australian Curriculum Framework for Junior Doctors and meeting the accreditation requirements of PMCV and AMC. The Directors will share responsibilities through a flexible, collaborative job-share arrangement.

This role incorporates Supervisor of Intern Training role. The incumbents will be each primarily based at Sunshine and Footscray hospitals respectively and come from different divisions and specialities – representing different experience (A, B, C or D) cohort under the new national prevocational curriculum.

Business Unit Overview

The Department of Medical Education, in collaboration with the Medical Workforce Unit, supports medical staff across all career stages with education, training, and professional development. The Unit has a strong focus supporting the early postgraduate years (PGY1–3) and International Medical Graduates, and its remit extends to fostering lifelong learning, clinical excellence, and career progression for the medical workforce.

The Unit leads the design, coordination, and delivery of educational activities, including orientation programs, structured teaching, simulation-based learning, and targeted skills development. It also promotes and facilitates interprofessional and multidisciplinary education, recognising the value of collaborative learning in enhancing patient care and teamwork across the health service.

The Unit provides pastoral care, mentorship, and career guidance to medical staff, recognising the importance of wellbeing and professional identity formation. By applying sound educational principles, the Department of Medical Education works to create an optimal learning environment that is responsive to organisational priorities, supports individual growth, and contributes to the delivery of safe, high-quality patient care.

Members of the Department of Medical Education work across all sites of Western Health. Members of the Department of Medical Education are committed to and demonstrate lifelong learning. They are role models who exemplify collaboration, open communication, and a culture of learning across the organisation.

Key Responsibilities

Education & Training:

- Support and promotion of education & clinical training opportunities for prevocational doctors aligned with the Australian Curriculum Framework for Junior Doctors.
  Activities may include:
  - Provision of a 'protected,' dedicated Education Program for interns and PGY2s. Models can vary but must include intern and PGY2 appropriate teaching that meets their professional and vocational training needs.
  - Development of learning needs analyses
  - Development, co-ordination, participation in and evaluation of orientation and education programs
  - Development of educational resource materials
  - Participation in clinical teaching
  - Participation as a member of an educational team (e.g. Medical Education Committee)
  - Support prevocational doctor responsibility for ongoing professional development within rostered hours
  - Joint intern and PGY2 teaching sessions; weekly teaching for interns and monthly workshops for PGY2s
  - For PGY2s, may include PGY2 appropriate teaching/ learning opportunities in units.
  - Liaison with and support of Term Supervisor & other relevant clinical Supervisors and Educational Leads across clinical units.
  - Provision of feedback to Term Supervisor & other clinical Supervisors

Educational Leadership:

- Provide leadership in developing a culture of teaching and learning.
- Provide feedback to supervisors and advocate for education at divisional and executive levels.
- Promote succession planning and professional development among clinical educators.

Supervision & Assessment:

- Direct supervision of prevocational doctors and oversight of supervision by others (including registrars/senior HMOs)
- Participation in prevocational doctor performance assessments
- Provision of feedback to prevocational doctors
- Review of prevocational doctors where performance issues are identified
- Participation in support and remediation programs for doctors with special needs or performance issues
- Liaison with other campuses/rotating health services regarding rotating prevocational doctors
- Participation in end-of-year intern 'sign-off'

Mentoring, Counselling & Advocacy:

- Regular interaction with prevocational doctors
- Advocacy on behalf of prevocational doctors
- Monitoring, support and referral of welfare issues of prevocational doctors
- Identify and support doctors in difficulty, with appropriate referral and follow-up
- Participation in and support mentorship programs
- Act as a role model to promote professional responsibility and ethics among prevocational trainees
- Participation in career advice and general counselling

Administrative/Quality Improvement Activities:

- Planning/revising prevocational Term Descriptions and other resources (e.g. ROVER)
- Participation in prevocational accreditation activities.
- Participation in policy and guideline development for medical education / welfare
- Supporting prevocational doctor engagement in training activities and review of feedback/evaluation

- Participation in health service prevocational recruitment
- Undertake Professional Development Activities
- Ensure familiarity with requirements for and contemporary issues in relation to the education and training of prevocational doctors
- Participate in relevant professional development activities on a regular basis (PMCV, College, University)
- Collaborate with Medical Education Officers to maintain records and improve processes.

Professional Development:
- Participate in PMCV and college-based education forums and supervisor training.
- Engage in continuous quality improvement and innovation in education.
- Remain up to date with national education reforms, including the rolled-out EPAs.

Role within Department of Medical Education:
In addition to PGY1/2 role above, the DCT is a part of larger Department of Medical Education and is expected to provide support to other DCTs within their skill set and speciality. They will also act as the liaison with the clinical division they belong to.

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

- Program Director of Medical Education
- Program Manager of Medical Education
- Medical Education Officers and Administrative team
- Term Supervisors
- Divisional Educational Leads
- Directors of Physician/Paediatric/Surgical Training
- Medical Workforce and HR
- Manager education and learning – Interprofessional education
- Heads of Units and Divisional Leaders
- PMCV, AMC, relevant specialist colleges

Selection Criteria

Essential:
- Registered medical practitioner with AHPRA and no restrictions on practice.
- Fellowship of a specialist college with at least 3 years post fellowship experience
- Clinical appointment at Western Health as a specialist at minimum 0.2 EFT.
- Demonstrated experience in medical education and clinical supervision.
- Strong understanding of intern and HMO2 curriculum requirements.
- Excellent interpersonal, organisational and communication skills.
- Demonstrated commitment to continued professional development especially in Medical Education

Desirable:
- Completion of clinical educator training (PMCV, university or college-endorsed).
- Previous experience as a supervisor, term coordinator, or director of training
- Formal post graduate qualification in Medical Education or equivalent.

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
- Participate in annual performance review and ongoing professional development is expected
- 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- 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: _____