

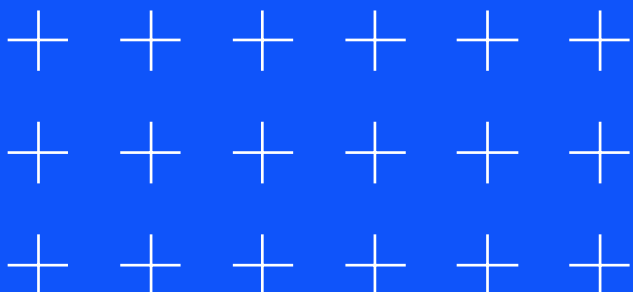


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Medical Education Officer



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



KEY ACCOUNTABILITIES

- Collaborate closely with the Manager of Medical Education, other Medical Education team members, SIT and DCT in co-ordinating the continuing development, implementation and evaluation of medical education and professional development.
- Facilitate medical education and professional development of prevocational doctors (specifically PGY1 & PGY2 staff) according to Postgraduate Medical Council of Victoria (PMCV) Accreditation Standards, the Health Practitioner Regulation National Law, The National Intern Statements, and the National Framework for Prevocational Medical Training.
- Work with the SIT and DCT regarding appropriate advocacy, management and support of junior doctors' issues and the development and monitoring of plans to address issues of performance and clinical competence.
- Collaborate on the preparation of documentation to maintain accreditation by the relevant accreditation authority e.g. to PMCV.
- Address and complete other responsibilities as directed by the Manager Medical Education and / or Deputy Chief Medical Officer.
- Assist the Medical Education team in the development, implementation, evaluation and improvement in prevocational and vocational training programs, orientation, and other medical education programs consistent with adult learning principles,
- Assist in facilitating continual professional development programs for senior medical staff including mentoring, leadership, and supervision workshops.
- Support the wellbeing of prevocational doctors in collaboration with the SIT, DCT and wellbeing teams.
- Management of the e-Learning platform together with enrolment and creation of courses, consulting with Unit staff and clinical educators to ensure the currency of material. Ensure the stability and accessibility of the platform and development, implementation and evaluation of e-Learning programs / modules / resources used to support face-face educational opportunities.
- Management of regular online junior medical staff feedback and performance assessment processes
- Work with the DPEs to provide a comprehensive Basic Physician training program. This includes assistance with Professor Reports, written and clinical exam preparation and clinical exam hosted by RMH.
- Accessing and management of Clinical Learning Australia (CLA), Trainee Management Platform (TMP) or other database systems for assessing and monitoring the progression of doctors in training

KEY RELATIONSHIPS

Internal

- Medical Workforce Unit
- Deputy Chief Health Officer
- Supervisors of Intern Training
- Directors of Clinical Training
- Heads of Units and Unit Supervisors of Training

External

- Postgraduate Medical Council Victoria
- DHHS
- RACP
- AMC

KEY SELECTION CRITERIA

- Formal Qualifications



- An appropriate undergraduate or postgraduate qualification and/or equivalent relevant experience in healthcare education
 - Essential:
 - Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
 - Effective communication skills, verbal and written, including a demonstrated customer-service and problem-solving approach to dealing with colleagues and clients.
 - Experience with and willingness to learn new online learning environments (e.g. Learning Management Systems) and related learning technologies (e.g. e-Learning, digital applications)
 - Demonstrated ability to work independently and as part of a team working towards a common objective.
 - Advanced analytical and evaluative skills
 - Demonstrated organisational ability including the ability to prioritise and work to deadlines.
 - Demonstrated understanding of the principles of adult education and experience in developing targeted educational program.
 - Demonstrated understanding of facilitating the provision of pastoral and welfare care.
 - Well-developed skills in Word, Excel, Access, PowerPoint, and Outlook
 - Willingness to learn new skills.
 - Flexibility in working hours.
 - Desirable:
 - Understanding of the NFPMT and RACP Basic Trainee programs
 - Good understanding of Postgraduate Medical Accreditation processes
 - Experience in a health care and/or tertiary education environment
 - Experience with Articulate

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements.
 - Ability to operate within allocated budget (if required).
-



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date