

# Position Description

<b>Position Title:</b>	Medical Education Officer
<b>Operationally Reports to:</b>	Director Medical Education and Training
<b>Professionally Reports to:</b>	Director Medical Education and Training
<b>Department:</b>	Medical Education and Training
<b>Directorate:</b>	Medical Services
<b>Cost centre:</b>	P0903
<b>Code &amp; classification:</b>	HS3
<b>Employment conditions:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interested Employers) Enterprise Agreement 2021-2015; and GV Health Policies and Procedures (and as varied from time to time).

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

Reporting to the Director Medical Education and Training (DMET), the Medical Education and Training Unit (METU) is primarily response for ensuring GV Health provides excellent education and training for prevocational doctors. In particular, METU coordinates orientation, formal teaching programs, remediation, IMG support, wellbeing support and oversees supervision, assessment and feedback within clinical practice.

METU works alongside the medical programs to foster excellence in medical education and enhance the knowledge, attitudes and skills of medical staff. METU undertakes research, in collaboration with junior doctors, to enhance the evidence base around optimising training, particularly how to embed high quality learning into clinical practice. METU also works collaboratively with Nursing and Midwifery Practice Education and Research to provide inter-professional education.

The Medical Education Officer will lead the operational aspects of clinical unit-based teaching. The MEO will work closely with the Clinical Director, Term Supervisor, Director of Training and other staff of clinical units, to develop, implement, run, evaluate and improve the education of junior medical staff within that unit, from interns to accredited registrars inclusive.

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## **RESPONSIBILITIES AND DUTIES**

The following duties are inclusive of but not limited to

### **Education and Training**

- In conjunction with key stakeholders within the organisation, develop a sustainable and contemporary educational program for the junior medical staff. This may include, but not limited to:
  - Development, co-ordination, participation in and evaluation of orientation programs.
  - Development, co-ordination, participation in and evaluation of education and training programs.
  - Development and implementation of new educational projects / programs in response to specific identified issues.
  - Development of educational resource materials.
  - Development and implementation of an annual learning needs analyses to inform development of education programs.
- Operationalise and ensure high attendance from junior medical staff to education sessions.
- Escalate barriers to high attendance for junior medical staff to the Clinical Director, Term Supervisor and/or Director of Training.
- Evaluate and continuously improve the education provided to ensure it complies with accreditation requirements including Postgraduate Medical Council of Victoria (PMCV) and specialist Colleges.
- In conjunction with members of METU, ensure the education provided within the unit aligns and does not unnecessarily duplicate education provided by METU.
- Provide leave cover the other members of the METU unit as appropriate and required.
- Attend all METU meetings, or as directed by the DMET and Participation in strategic planning / leadership activities.

### **Supporting Supervision & Assessment**

- Identify educational, attitudinal and behavioural issues with junior doctors/IMGs and work in partnership with the clinical unit and METU to properly address the issues in accordance with GV Health policies and procedures.
- Support the Term Supervisor with the Improving Performance Action Plan (IPAP) process and managing JMOs in difficulty.
- Plan, coordinate and participate in support and remediation programs for doctors in training.
- Coordinate, monitor and distribute training feedback assessments to supervisors for Interns, HMOs and registrars, to ensure term assessment forms are completed mid-term and at the conclusion of each rotation.
- Contribute to the development and implementation of individual learning objectives, appropriate feedback, and assessment.
- Assist individuals to document their learning and development objectives and outcomes on an ongoing basis.

### **Professional Practice & Accountability**

- Accept accountability and responsibility for own actions within scope of practice
- Demonstrate commitment to person-centred care and best practice standards
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers
- Maintain accurate and current administrative records ensuring documentation meets professional and legal standards
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Remain answerable and accountable for professional ethics and an accepted code of conduct to the Director Medical Education and Training

- Establish and maintain excellent collegial relationships amongst peers
- Accept appropriate direction as per the organization's reporting lines and as per signed compact and contract

#### **Develop and maintain collaborative relationships with all disciplines**

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

#### **Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes**

- Maintain current knowledge of training and education and clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Actively encourage participation in clinical audits, research, process redesign and accreditation against healthcare standards as part of specialist training to ensure ongoing clinical practice improvement and the quality of consumer care.

#### **Financial Management**

- Participate in cost saving strategies as directed.
- Identify opportunities to reduce costs and effectively manage resources across all functions.

#### **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce.
- Contribute to organisational quality and safety initiatives.
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.
- Demonstrate commitment to participating in continuous quality improvement initiatives as directed by and the Chief Medical Officer & Executive Director Medical Services.
- Ensure delivery of person-centred safe and effective best practice care that can be safely subject to scrutiny at the highest level.
- Demonstrate an understanding of and practice open disclosure and appropriate clinical risk and error management strategies in daily practice.
- Recognise and manage all risk, ensuring that actions are taken to prevent and minimise harm to consumers, patients, family, community and the healthcare workforce.
- Participate and cooperate in consultative process to improve health and safety and reduce risk to the safety and wellbeing of staff.
- Ensure adherence and commitment to fulfilling all National Safety and Quality Standards in daily practice as prescribed by the ACHS charter for health care organisations and commitment to all Accreditation Standard problems.
- Ensure that mandatory education is undertaken including but not limited to Medication Safety, Infection Control, Hand Hygiene, Advanced Life Support, Clinical and Adverse Event Risk Management, Occupational Health and Safety, Emergency Management and Manual Handling.
- Ensure participation in all activities that lead to NSQHS accreditation for GV Health.
- Ensure participation in root cause analyses, clinical case in depth reviews and expert opinions as and when requested by Divisional Clinical Director and Executive Director Medical Services.
- Adhere to all Victorian Clinical Governance Framework Guidelines for best and safe clinical practice at all times.

**Telecommunications usage:**

The MEO (Clinical Units) should commit to using work-based emails and all other telecommunication methods with due care, respect and discipline. Email circulations by staff within the clinical unit should not occur outside of appropriate groups.

All staff should demonstrate due diligence towards confidentiality, appropriate use of the 'cc' function, appropriate use of professional language, appropriate observation of corporate and clinical governance processes & adherence to GV Health regulations at all times.

**Other Position Requirements**

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**KEY SELECTION CRITERIA****Formal Qualification(s) and Required Registration(s):****Essential:**

Familiarity with medical education and training within a public hospital.

A commitment to and confidence in improving the quality of education and training by the health service.

An understanding of the principles of adult education and professional development

Satisfactory National Criminal History Check prior to commencement of employment.

Working with Children Check as required.

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**KEY PERFORMANCE INDICATORS****Your performance will be measured through your successful:**

- Percentage attendance by junior medical staff to sessions.
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

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**AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;

- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
  - Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
  - Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
  - Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
  - Comply with the principles of patient and family centred care;
  - Not smoke or vape on GV Health premises;
  - Comply with immunisation requirements as per the Department of Health Victoria;
  - Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.
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### **ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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<b>Medical Services</b>	Medical Education Officer
<b>Reviewed by:</b>	Director Medical Services
<b>Issue Date:</b>	July 2025

## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours, we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision – GV Health](#)

## OUR STRATEGIC PLAN

**The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:**

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 – GV Health](#)

## FOR MORE INFORMATION

Application Tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing – GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)