

Position Description

Position Title:	Director of Medical Education and Training and Director Clinical Training
Reports to:	Chief Medical Officer
Department:	Medical Education and Training Unit
Directorate:	Medical Services
Cost centre:	P0903
Code & classification:	Specialist Year 1 -9
Employment conditions:	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026; and GV Health Policies and Procedures (and as varied from time to time)

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).

POSITION SUMMARY

The Medical Education and Training Unit (METU) is primarily responsible for ensuring GV Health provides excellent education and training for pre-vocational doctors (interns and HMOs) who are not in a specialist training pathway. 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.

This role encompasses the Director of Medical Education and Training and the Director of Clinical Training.

The Director of Medical Education and Training will service two primary roles. They will be responsible for designing and implementing GV Health's medical education's strategic plan. In collaboration with key stakeholders, they will lead the team to design and deliver education programs, resources, projects and research. They will directly manage the office operations and members of the METU staff. They will also lead professional development of the team. They will also serve as a professional resource for GV Health's Directors of Training (DoT). They will support the DoTs to develop their own training, supervisory and support skills, including identifying and leveraging opportunities for synergy across training programs, role-modelling excellence in leadership and effecting fundamental culture shift in junior doctor supervision culture at GV Health. The DoTs will continue to report to their relevant Clinical Director and not to the incumbent.

The Director of Clinical Training is the lead clinician for the planning, delivery and evaluation of the medical student, prevocational, vocational and senior medical staff CPD medical education. The position will directly be involved in the oversight and improvement of the medical student and prevocational education programs, and more of a supportive and collaborating role for the vocational and senior medical staff CPD education

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

The DMET will be expected to fulfil their role at multiple strategic levels:

- Designing and implementing GV Health's medical educational strategic plan.
- Manage and lead the Medical Education and Training Unit.
- Supporting the Directors of Training (DoT) and/or Supervisors of Training (SoT) to develop their own training, supervisory and support skills and those of the other specialists in their discipline. Identify and lever opportunities for synergy across training programs through shared training and learning through cross-specialty education.
- Role model excellence in leadership, training and support so that trainees can in turn provide that learning to their HMOs, interns and medical students. Provision of pastoral care, a focus on doctor wellbeing and supporting the 'doctor in difficulty' will also be key requirements of the role.
- Most importantly, effect a fundamental shift in junior doctor supervision culture at GV Health so that all medical staff know what constitutes great medical training and support and how they can deliver it. This in turn is expected to significantly enhance GV Health's reputation as an employer of choice and strengthen its ability to recruit and retain high quality medical staff at all levels

To deliver this:

The Director Medical Education and Training will lead the design and implementation of the medical education strategy at GV Health. The key strategic priority is to provide high quality education by engaging the clinicians and promoting a pro-educational culture and focusing efforts through a formal educational framework.

The DMET will play a key role in the Medical Education Governance Framework, and will Chair a number of meeting depending on the Terms of Reference, including but not limited to the Assessment Review Panel and Supervisor Forum.

- The DMET will lead the Medical Education and Training Unit (METU) in developing an education framework, including reviews and assessments and mediation of underperforming JMS.
- The DMET will liaise with the University of Melbourne's Goulburn Valley Regional Training Hub and its embedded support position at GV Health regarding joint supervision training and junior doctor activities in Shepparton.

The DMET will:

- Support a culture of professional development
- Support D/SoTs to:
- Develop (if not already done) and provide a structured education program
- Provide effective term and hospital orientation
- Oversee ongoing and constructive assessment and feedback processes
- Identify and support trainees with special needs
- Provide high quality and appropriate supervision providing high quality education and information resources

The DCT will be expected to fulfil their role at multiple levels, including:

Development, coordination, participation in and evaluation of a formal education program that is designed and evaluated to ensure medical students and junior doctors undertake safe and supervised practice.
Ensure and support constructive prevocational training program review, assessment and feedback processes to inform quality improvement and innovation in prevocational medical education.
Lead the implementation of the AMC National Framework for Prevocational Medical Training.
Provision of guidance, support and feedback to Term and other clinical Supervisors as required.
Provision of oversight of vocational and senior medical staff CPD training, explore and support improvements and opportunities in this space.

To deliver this:

- The DCT will lead the high-level supervision of medical student and junior doctors by providing regular interactions as required and monitoring, support and referral of welfare issues of junior doctors.
- The DCT will support Medical Education quality improvement programs.
- The DCT will support and participate in career advice and general counselling as required.
- The DCT will advocate for the needs of junior doctors at the Executive level as required.
- Contribute to the Medical Education Governance Framework and Chair meetings as required.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner

Essential:

- .Qualifications, appointment and experience at a level sufficient for communicating on authoritative terms with senior consultants acting as team supervisors.
- 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
- A genuine interest in and experience of postgraduate medical education, a willingness to further develop expertise in this area, and a demonstrated understanding of the importance of the continuum of medical education as a lifelong professional commitment.
- Open disclosure of all previous conditions/ restrictions/ appropriate investigations if any to the Chief Medical Officer.
- Satisfactory National Criminal History Check prior to commencement of employment.
- Working with Children Check as required.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- External sources of feedback on medical training at GV Health, such as the AMA Hospital Healthcheck, and PMCV accreditation (noting that these are not specialty training-specific) and specific feedback from medical specialty colleges and associations. This feedback to reflect that each specialty has embedded supportive practices recognising that there is more to a great training experience than just teaching. These supportive practices will ensure that each trainee feels valued and recognised for the contribution they make to service delivery, to the culture of the organisation and to the future of the health service and health system.

- Regular formal and constant informal engagement with trainees – to obtain frank and timely feedback on their training and support experience at GV Health and to develop and then refine a living action plan based on this
- Liaison with any equivalent positions in other health services – in other states if necessary – to ensure that lesson learned are shared, mistakes are not repeated and to give and receive mutual support.
- Formal and informal liaison with University of Melbourne and the Goulburn Valley Regional Training Hub to provide a shared vision and execution of medical teaching and learning, and to support the development and delivery of rural training pipelines.
- Establish rural and regional training programs in collaboration with other rural and regional health services, including rotations into tertiary centres where required for subspecialty experience.
- Achievement and maintenance of college accreditation of all medical specialty training programs at GV Health
- Regular Attendance and active participation at local departmental and regional training committee meetings as required
- 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

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 pre-employment checks including but not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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.

Reviewed by:	Director Medical Services
Issue Date:	April 2026

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](#)