

Position Description

Position Title:	Medical Education Officer (Clinical)
Operationally Reports to:	Director Medical Education and Training
Professionally Reports to:	Director Medical Education and Training
Department:	Medical Education and Training
Directorate:	Medical Services
Cost centre:	P0903
Code & classification:	XB1 – XB2, Educator-Course/ Phase/ Inservice/ Continuing Education
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 and its successors, 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 Officer (Clinical) supports the Medical Education and Training Unit's (METU) strategic objective of delivering high-quality, evidence-informed medical education across GV Health. The role contributes to the development of a capable and confident junior medical workforce by ensuring education programs remain responsive to organisational priorities, workforce needs and Postgraduate Medical Council of Victoria (PMCV) accreditation standards.

The role is responsible for coordinating, implementing and continuously improving education and clinical skills development programs for junior medical staff (JMS) and International Medical Graduates (IMGs) across the organisation. Working collaboratively with the DMET, Directors of Unit Training, Term Supervisors and the broader METU, the position coordinates the delivery of medical education, with a focus on simulation-based learning, procedural skills training and life support program.

The role will support JMS and IMGs to complete PMCV and AHPRA assessment requirements.

The role also supports interprofessional education initiatives and promotes excellence in medical education through quality improvement and innovation.

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:
 - orientation programs
 - educational initiatives in response to identified learning needs
 - development of educational resources
 - annual learning needs analyses to inform education planning.
- Coordinate the operational delivery of junior medical staff education programs and promote high attendance and engagement
- Escalate barriers to attendance for junior medical staff to the Clinical Director, Term Supervisor and/or DCTs.
- Evaluate and continuously improve the education provided to ensure it complies with accreditation requirements including PMCV and specialist Colleges.
- In conjunction with members of METU, ensure the education provided within the unit aligns with and does not unnecessarily duplicate education provided by METU.
- Provide leave relief and operational support to other members of METU as required.
- Attend all METU meetings, or as directed by the DMET and participate in strategic planning / leadership activities.

Clinical Skills Education and Simulation

- Coordinate the planning, implementation and evaluation of simulation-based education programs aligned with the learning needs of JMS.
- Develop, coordinate and facilitate procedural skills workshops throughout the clinical year.
- Deliver procedural training as required (e.g. cannulation, catheterisation) for identified JMS and IMGs requiring additional practice
- Coordinate the preparation, maintenance and utilisation of simulation equipment, procedural trainers and associated educational resources
- Collaborate with clinical departments to identify clinical skills gaps and implement targeted education programs.
- Develop and implement innovative educational strategies that enhance the clinical competence and confidence of junior medical staff.

Life Support Program Coordination and Delivery

- Coordinate and facilitate the Basic Life Support (BLS) education program for JMS and International Medical Graduates.
- Deliver BLS training sessions to JMS and IMGs
- Maintain accurate education records and monitor compliance with organisational, legislative and accreditation requirements relating to life support education.
- Coordinate the planning, scheduling and administration of other life support education programs, including Advanced Life Support (ALS), Paediatric Life Support (PLS), First Response Neonatal Resuscitation and Advanced Neonatal Resuscitation, in collaboration with relevant departments and external education providers.

Supporting Supervision & Assessment

- Identify educational, behavioural and professional development needs of JMS and IMGs, and work in partnership with the clinical unit and METU to implement appropriate support strategies.
- Support the Term Supervisor with the Improving Performance Action Plan (IPAP) process and management of doctors experiencing performance concerns.
- Coordinate and participate in support, remediation and targeted educational programs for Doctors-in-Training.
- Coordinate, monitor and facilitate completion of workplace-based assessments and training

feedback for JMS and IMGs in accordance with their PMCV and AHPRA assessment requirements.

- Support the development of individual learning objectives, educational plans and feedback processes to promote ongoing professional development.

Professional Practice & Accountability

- Accept accountability and responsibility for own actions within scope of practice.
- Maintain contemporary knowledge of medical education, simulation methodology, procedural skills education and adult learning principles.
- Demonstrate educational leadership through mentorship, facilitation and promotion of best practice in medical education.
- Establish and maintain effective collaborative relationships with internal and external stakeholders to support the delivery of high-quality medical education.

Financial Management

- Participate in cost saving strategies as directed.
- Identify opportunities to optimise resources and improve the efficient delivery of education programs.

Quality, Safety, Risk and Improvement

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and comply with relevant organisational policies, procedures and legislative requirements.
- Maintain a safe working environment for staff, consumers and visitors.
- Identify, report and manage risks to minimise harm to consumers and the workforce.
- Contribute to organisational quality improvement initiatives and accreditation activities, including compliance with the National Safety and Quality Health Service (NSQHS) Standards.
- Evaluate educational programs through participant feedback, learning outcomes and performance indicators.
- Contribute to the annual review and continuous improvement of medical education programs.
- Participate in the development of innovative educational resources, teaching methodologies and quality improvement initiatives.
- Support educational audit, research and evaluation activities that enhance the quality and effectiveness of medical education across GV Health

Other Position Requirements

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KEY SELECTION CRITERIA

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

- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse or other relevant health professional registration as approved by GV Health
- Current accredited BLS Instructor

Mandatory:

- Commitment to the GV Health CREATE values (Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour)

- Satisfactory National Criminal History Check prior to commencement of employment.
- Current Working with Children Check (or ability to obtain prior to commencement).

Essential:

- Experience in clinical skill-based practice such as acute, sub-acute, critical care and/or emergency settings
- Experience in teaching clinical skills to medical and/or nursing staff
- Familiarity with medical education and training requirements of JMS and IMGs within a public hospital.
- Prior experience in simulation training and program development
- Commitment to and confidence in improving the quality of education and training within the health service.
- Capacity to work productively as an individual and as a team member within a multi-disciplinary team environment
- High level of initiative and problem-solving skills and capacity to independently implement new ideas
- Excellent communication and interpersonal skills with a proven ability to interact positively with a wide range of clinical staff

Desirable:

- Experience working with learning management systems, simulation equipment or electronic education platforms.
- Knowledge of accreditation standards relevant to prevocational medical education, including the PMCV and specialist colleges.

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

- Maintenance of AHPRA registration and BLS instructor accreditation
- Delivery of simulation and procedural skills education program
- Medical staff compliance with BLS and/or relevant life support requirements
- Positive participant evaluation of education programs.
- Evidence of continuous improvement to educational programs.
- Attendance and active participation at meetings as required
- Compliance with core competencies and training requirements as outlined in relevant GV Health policies and procedures
- 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 applicable to position pre-employment checks, which may include but is not limited to; police checks, Working With Children's check, National Disability Insurance Scheme, 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.

Medical Services	Medical Education Officer (Clinical)
Reviewed by:	Director Medical Services
Issue Date:	July 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:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

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](#)