

# JOB AND PERSON SPECIFICATION

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**Title of Position: MEDICAL EDUCATION OFFICER**

**Classification code: PSO3 / ASO6**

## **Level Characteristics**

This position is classified at the PSO3 / ASO6 level by virtue of the overall level of job demand and responsibility. In particular it contains the requirement to:

- Be responsible for the management of a significant work program
- Work under broad direction
- Exercise significant levels of discipline knowledge
- Provide expert advice
- Provide a consultancy service to the agency, industry, the public or other government agencies as a specialist within the professional discipline.

## **JOB SPECIFICATION**

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### **1. Summary of the broad purpose of the position & its responsibilities**

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The Medical Education Officer (MEO) provides postgraduate medical educational services to the employing hospital with the objectives of enhancing the education and training of prevocational medical staff, and promoting an environment conducive to junior doctor learning. In association with the Director of Clinical Training (DCT) and the General Clinical Training Committee and in collaboration with the South Australian Institute of Medical Education and Training (SA IMET), the MEO develops, coordinates, implements and evaluates junior doctor training initiatives and strategies.

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### **2. Position Characteristics (a number of statements that explain the major features of the position and the surrounding environment.)**

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The MEO, in collaboration with the DCT and the SA IMET, implements educational and training programs for junior medical staff within the hospital and secondary allocation centres.

The MEO and DCT, working as a prevocational medical education team, have an advisory and collaborative relationship with SA IMET and contribute to State and National initiatives as requested by SA IMET.

The MEO has the responsibility for developing educational and organisational initiatives and support structures for junior doctors training at the employing hospital and its secondary allocation centres. By establishing cooperative and productive working relationships with hospital staff, and other key stakeholders, the MEO facilitates junior

medical officer (JMO) education and training, and thus has an indirect impact on the quality of patient care.

The MEO is responsible for the evaluation of educational and training programs for JMOs at the employing hospital, and provides assessment, critiques and recommendations of professional impacts of projects, thus contributing to the quality improvement goals of the employing hospital.

The MEO undertakes and coordinates complex projects independent of professional supervision, but at times in collaboration with other professionals. The MEO also coordinates and manages programs, and generates innovative/novel responses to complex problems.

The MEO is a focus contact person within the employing hospital for provision of information and advice about prevocational education and training programs and issues.

The MEO provides counselling on personal matters to junior medical staff as required.

In collaboration with SA IMET the MEO contributes to the statewide and national development of general clinical education programs working collaboratively with the other MEOs in South Australia, Directors of Clinical Training, and other medical educators both within SA and interstate.

The incumbent represents prevocational medical education interests and acts as an advocate for improvements in junior doctor education and training within the employing hospital, at the state level through membership of SA IMET, and nationally by attendance at national conferences.

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**3. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organization.)**

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The MEO reports directly to the DCT and General Clinical Training Committee or its equivalent in their employing hospital.

The MEO also liaises and works collaboratively with the other MEOs in SA and with the SA IMET.

The MEO reports directly to SA IMET on initiatives and programs for which SA IMET is responsible.

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**4. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime etc)**

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Some out of normal hours might be required at times. The MEO may be required to travel to secondary allocation centres to visit junior doctors and their supervisors and also some interstate travel may be required at times.

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**5. Statement of Key Outcomes and Associated Activities. (Group into major areas of responsibility/activity and list in descending order of importance)**

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***(a) Development, evaluation & implementation of prevocational medical education programs by:***

- Fostering continuous improvement in bedside training.
- Developing, implementing and evaluating tools for assessment of junior doctor needs (eg semi-structured interviews, questionnaires)
- Developing and/or implementing tools for assessment of needs of supervisors of junior doctors, and other stakeholders in the area of prevocational medical training.
- Collecting and analysing data from interviews and evaluation studies of junior doctor education and training needs.
- Reporting results of evaluation studies to stakeholders.
- Recommending change or maintenance of processes and programs to stakeholders on the basis of the results of evaluation studies.
- Implementing, or changing, programs or processes in response to these evidence-based recommendations.

***(b) Coordination of programs and implementation of educational and organisational initiatives and support structures to facilitate junior doctor training by:***

- Organising educational sessions for junior medical staff
- Continually evaluating the outcomes of educational, organisational and support processes to assess impact on junior doctor training.
- Undertaking research projects and literature surveys to gain information and develop new initiatives.
- Disseminating critical information for hospital management, gained from research, which promotes best practice in junior doctor education and training.
- Ensuring that own knowledge of latest developments in prevocational medical education and training in Australia and overseas is current.
- Establishing cooperative and productive working relationships with hospital staff at various levels.
- Ensuring that junior medical staff and their clinical supervisors receive timely and complete documentation to facilitate educational, assessment and evaluation processes within the hospital.
- Providing advice about educational needs of junior medical staff to supervisors and relevant others.
- Providing professional advice on education and training matters to other professionals including junior doctors, term supervisors, consultant doctors, DCTs and others involved in JMO education.
- Participating as a member of committees and working parties for the employing hospital.
- Counselling of junior medical staff.
- Assisting the DCT with the development of individual programs for junior doctors requiring additional training and support.
- Establishing and maintaining secure records, including confidential junior doctor reports.

- Acting as an advocate for improvements in junior doctor education and training.

***(c) Contribution to the statewide & national development of prevocational medical education and training programs by:***

- Working collaboratively with other South Australian MEOs, DCTs, the SA IMET and other medical educators both within SA and interstate.
- Participating as a member of committees and working parties for SA IMET.
- Providing professional advice on education and training matters to other professionals including DCTs, the SA IMET and others involved in junior doctor education.
- Acting as an advocate for improvements in junior doctor education and training.
- Attending, and presenting papers, at relevant state and national conferences.

# PERSON SPECIFICATION

## ESSENTIAL MINIMUM REQUIREMENTS

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### Qualifications

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Tertiary level qualification in an educational and/or health-related discipline.

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### Personal Abilities/Aptitudes/Skills

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The following abilities and skills must be demonstrable:

- Fosters open communication on sensitive issues.
- Good understanding of issues related to the maintenance of confidentiality.
- Good understanding of the principles of teamwork, and demonstrated ability to work as a member of a team.
- Ability to undertake a wide range of duties including course planning, coordination and administration, counselling and research.
- Ability to develop, initiate, implement and evaluate projects or programs.
- Possession of critical analysis and problem-solving skills.
- Ability to work independently with minimal supervision and a high degree of self-motivation.
- Ability to liaise and consult with a range of key stakeholders at various levels.
- Possession of high-level skills in effective written and oral communication.
- Proficiency in the use of computer software, particularly word processing, databases and statistical analysis tools.
- A resourceful and resilient personality with an approachable and tactful manner.
- Ability to generate enthusiasm.

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### Experience

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- Extensive experience in program development, implementation and evaluation in the fields of health, education and/or research.
- Experience in counselling and group processes.

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### Knowledge

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- Sound knowledge of adult learning principles and processes.
- Understanding of, and ability to use, a wide range of research and evaluation techniques.

## **PERSON SPECIFICATIONS**

### **DESIRABLE REQUIREMENTS**

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#### **Qualifications**

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Tertiary qualification in education and/or a health-related discipline at a higher degree level (ie Masters or Doctorate)

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#### **Personal Abilities/Aptitudes/Skills**

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Possession of skills in educational research methods, data collection and statistical analysis.

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#### **Experience**

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- Experience in the healthcare system.
- Experience in developing, initiating, implementing and evaluating educational projects and programs.
- Experience in undergraduate medical education.
- Experience in postgraduate education and/or training
- Experience in public relations.

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#### **Knowledge**

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- Knowledge of the healthcare system.
- Knowledge of the medical courses at South Australian universities.
- Knowledge of contemporary issues in postgraduate medical education of junior doctors in Australia.