

Position Description

Position Title	Medical Education Officer
Position Number	30103204
Division	People and Culture
Department	Medical Workforce Support
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 3 – Grade 4
Classification Code	HS3 – HS4 (Dependant on Experience and Qualifications)
Reports to	Director of Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Medical Education Officer (MEO) reports professionally to the Chief Medical Officer and assists the Director of Clinical Training (DCT) and Supervisor of Intern Training (SIT) in planning, co-ordinating, delivering and evaluating education, training and orientation for all junior medical staff.

The position reports operationally to the Director Medical Workforce Unit (MWU) and will collaborate with members of the workforce team in relation to the provision of the delivery of an education program for junior doctor training positions, ensuring supervision, support and remediation is provided to all junior doctors in line with the provision of the Australian Medical Council (AMC) Framework and Post Graduate Medical Council of Victoria (PMCV) Accreditation.

Responsibilities and Accountabilities

Key Responsibilities

Education & Training

- Working collaboratively with key stakeholders to develop and implement intern and HMO orientation, education programs, skills sessions and workshops in accordance with the AMC National Framework for Prevocational Medical Training (NFPMT).
- Liaise with other Bendigo Health teams including, Medical Educators, Clinical Learning and Development and People and Culture Advisory Services, to ensure consistency in processes and outcomes relating to the delivery of orientation and education for junior medical staff.
- Liaise with external organisations regarding the development of training programs eg PMCV and Universities.
- Support the roll out of training programs for specialised groups including overseas trained doctors
- Under the direction of the Office of the CMO contribute to the development of educational resources, including online learning modules and video conferencing, with the aim of continually improve programs, courses and workshops.
- Support and encourage JMO education attendance for both protected teaching time and external educational opportunities.
- Coordinate, monitor and report on the completion of mandatory training requirements for junior doctors in accordance with policy, to meet hospital accreditation requirements.
- Regularly attend Junior Medical staff Review Panels and Medical Education meetings, to ensure up to date knowledge and continued support for Junior Medical Staff.
- Assist in the development and completion of applications for funding relevant to education and training of junior medical staff.
- Assist in maintaining education related materials including unit orientation manuals,
- term descriptions, learning objectives and 'ROVER' guides and in line with the NFPMT.
- Promote educational events via relevant media such as Medportal and education calendar.
- Work collaboratively with the Medical Education Unit team to ensure that Junior Medical Staff meet their outcome statements in a timely manner.

- Have a clear understanding of the level of expectation, responsibility & entrustability of PGY1 and PGY2 doctors.
- A thorough understanding of the medical supervision requirements in line with Bendigo Health Medical Supervision policy and the AMC framework for training and assessment and training environment.

PMCV Accreditation

- Support the Unit in meeting PMCV accreditation requirements.
- Assist in completing pre-visit or progress reports and gathering evidence related to medical education requirements.
- Complete term accreditation applications and report back to PMCV on changes made to existing positions in conjunction with the Director MWU and team.
- Consult with PMCV as required to meet accreditation requirements.

Term Assessment

- Oversee the assessment processes for JMOs as part of the Medical Education Unit Team in line with the AMC training and assessment framework, making sure that each JMO is given a fair and equal assessment to their peers.
- Complete appropriate training for the AMC e-portfolio and ensure the administration of this tool for all assessments, reflections and grading of junior medical staff including producing completion certificates as required.
- Oversee Workplace based assessments for candidates in the program
- Liaise with the SIT, DCT and term supervisors to ensure the appropriate learning opportunities and supports are provided to meet the training requirements for staff.
- Coordinate and follow up remediation programs for prevocational doctors with special training needs.
- Liaise with other campuses/rotating health services in regards to rotating prevocational doctors.
- In consultation with the Director -MWU refer identified concerns regarding the wellbeing or performance of junior medical staff to the relevant person i.e. SIT/DCT, P&C Advisor, Chief Medical Officer.
- Coordinate end of rotation/year surveys and provide information to respective units.

Recruitment

- Under the direction of the CMO and Director MWU contribute to and assist in supporting international medical graduates with training opportunities.
- Assist in the development and promotion of JMO pathways, streams and positions including attending the Medical Careers Expo and careers events.
- Other duties as directed by the DMWU.

Key Selection Criteria

Essential

1. A tertiary qualification in Health Sciences/Human Resources/Health Services/Business Administration or a related field and/or demonstrated experience in a similar role preferably in a Health Care setting.
2. Cert IV in Training and Assessment or be willing to attain within the first 12 months.
3. Experience using a broad range of systems including HRIS, learning management systems and Microsoft Office applications.
4. Previous experience in public health or in a health environment.
5. Exceptional interpersonal and communication skills with an ability to interact with staff, managers and other key stakeholders as required.
6. Committed to personal and professional development of self and others.
7. A personal approach which is enthusiastic positive, friendly, helpful, and empathic.
8. High level of self-confidence.
9. Ability to work as part of a team as well as independently and provide input into team processes.
10. High level of attention to detail to ensure accuracy.
11. Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including the ability to prioritise work to meet multiple and strict deadlines.
12. Ability to apply good persuasive skills to a situation so that cooperation is obtained for the achievement of departmental objectives.
13. Flexibility to operate in an environment of change and continuous improvement.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.

- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.