

Position Description

Position Title	Supervisor Intern Training (SiT)
Position Number	30028081
Division	Clinical Governance
Department	Clinical Governance
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Medical Specialist Years 1-9
Classification Code	HM33 – HM41 or HN16 – HN64
Reports to	Chief Medical Officer (CMO) / Executive Director of Medical Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • 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 objective of the SiT is to provide support to ensure that intern level doctors meet the educational and training requirements outlined in the Australian Curriculum Framework for Junior Doctor and Post Graduate Medical Council of Victoria (PMCV).

The SIT should provide educational leadership by liaising with the Chief Medical Officer, Executive Director of Medical Services, Medical Workforce Unit, and other relevant clinical supervisors to ensure appropriate supervision and assessment in addition to advocating for the needs of prevocational trainees at the Executive level. The SIT is expected to participate in prevocational accreditation activities and in policy and guideline development for medical education and welfare.

Responsibilities and Accountabilities

The role supports the education, supervision, and professional development of junior doctors. Responsibilities include coordinating intern education and orientation programs, monitoring attendance and assessments, addressing performance or welfare issues, liaising with clinical leaders and the Medical Workforce Unit, and contributing to accreditation, policy, and guideline development related to medical education.

Key Responsibilities

- The position includes duties such as education, training, leadership, supervision, assessment, mentoring, counselling and professional development activities.
- Provide assistance with the weekly education timetable to ensure it meets framework for Junior Doctor
- Review attendance rate of interns at education sessions and follow up as required
- Review interns mid and end of term assessments and follow up performance issues as required
- Support interns for ongoing professional development
- Participate in programs for interns with special needs, performance or clinical issues
- Liaise with Supervisors, Clinical Unit Heads and Clinical Directors on such matters, as required
- Provide assistance with the intern Orientation program
- Regular contact with Medical Workforce Unit (MWU)
- Participation in prevocational accreditation activities
- Participation in policy and guideline development for medical education/welfare.

Key Selection Criteria

Essential

1. Registered by the Medical Board of Australia (AHPRA) with a specialist qualification
2. Have a relevant current appointment at the health service to actively participate in the SIT role
3. Have a commitment to medical education and training
4. Demonstrated knowledge of the Australian Curriculum Framework for Junior Doctors
5. Excellent organisational skills with a proven ability to manage multiple tasks and work to set timeframes / deadlines.
6. Exceptional interpersonal and communication skills with an ability to interact with Junior Doctors and other key stakeholders as required.
7. Sound understanding of the importance of confidentiality and proven discretion in handling of sensitive matters.
8. Strong problem solving skills, including the ability to develop new processes and make improvements to processes and services.
9. Agile and adaptable thinking and confident working in a changing environment.

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.