



Job Description Form



SOUTH WEST

Landscape Photos: Tourism Western Australia

Position Title

Position number: 616993

Registrar – Service – Medical Education

Regional Profile

The South West is located in the southern-western corner of Australia and covers an area of nearly 24,000 square kilometres. It is Western Australia’s most popular tourist destination and has unique biodiversity and a rich natural environment. The Regional Health Service offers two (2) main health facilities at Bunbury and Busselton. The Health Service is also widely supported with a network of smaller hospitals and Multi-Purpose Service (MPS) sites at: Augusta, Boyup Brook, Bridgetown, Collie, Donnybrook, Harvey, Margaret River, Nannup, Northcliffe, Pemberton and Warren.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Position Title: Registrar – Service – Medical Education	Position Number: 616993	Classification: MP Year 1-9
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Directorate overview

The Directorate of Medical Services provides leadership and oversight for Western Australian Country Health Service (WACHS)- South West in the areas of patient safety and clinical quality, clinical leadership, and medical workforce.

The Directorate works collaboratively with the WACHS Central Office Directorate and local staff to deliver patient centered, high quality, value-based health services to WA’s regional and remote population. The Directorate aligns with the WACHS strategy and values of community, compassion, quality, integrity, equity and curiosity.

The Directorate leads and coordinates a range of programs for WACHS including medical workforce recruitment and credentialing and safety and quality.

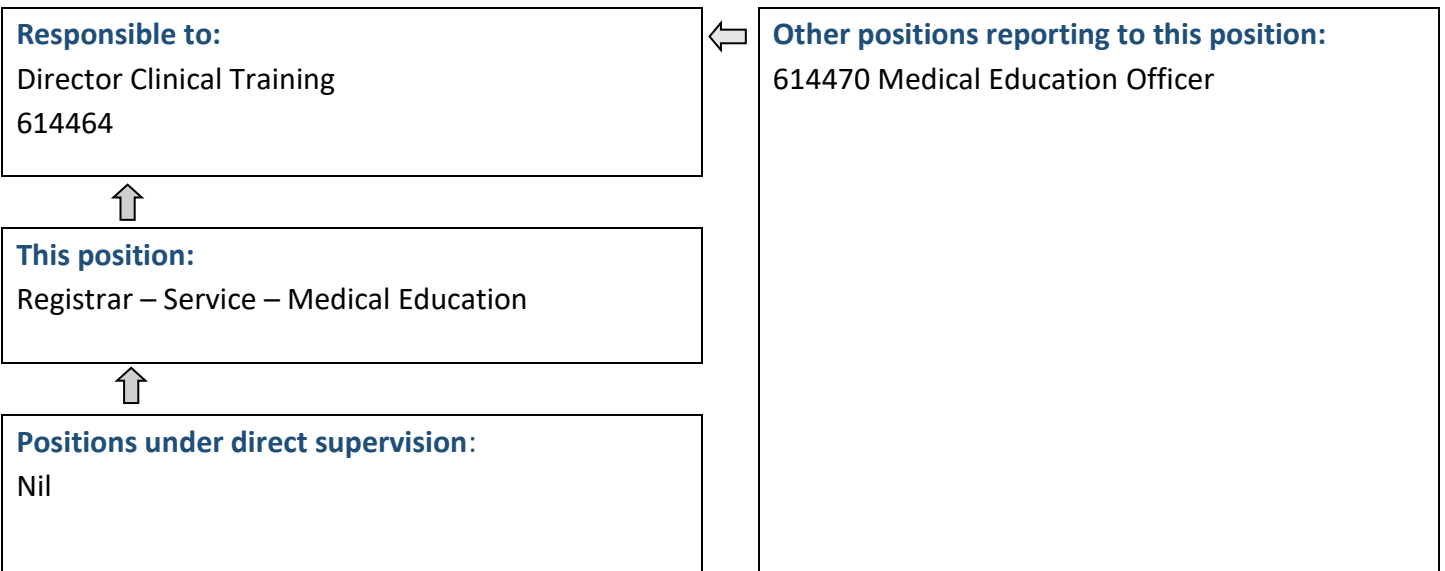
Position Details

Position Number:	616993	Registration Date:	March 2024
Classification:	MP Year 1-9	Location:	Bunbury
Award / Agreement:	Medical Practitioners Agreement		
Organisational Context:	Medical		

Position Overview

Provides support in the area of medical education with the WA Country Health Service (WACHS). Develops, implements and evaluates innovative education and training models, programs and strategies. Provides support, advice and advocacy for junior medical staff.

Reporting Relationships



Key Duties/Responsibilities

1. Medical Staff Orientation, Education and Training Duties

- 1.1. Liaise with and build professional relationships with medical staff within WACHS in order to provide support and advice.
- 1.2. Develop and evaluate education and training initiatives for medical staff, including train-the-trainer programs, courses and training pathways.
- 1.3. Act as an advocate for improvements for medical staff.
- 1.4. Advise on medical workforce roster, timetable and other medical staff issues.
- 1.5. Provide support and patrol care for junior medical staff.
- 1.6. Assist with orientation and other training programs as required.
- 1.7. Assist with creating, editing and updating publications including orientation materials, intranet and internet sites, promotional material and e-learning.
- 1.8. Represent the Medical Education Unit (MEU) at meetings and committees as required.
- 1.9. Advise on policies and procedures affecting medical staff.
- 1.10. Participate in Postgraduate Medical Council of WA (PMCWA) accreditation visits.
- 1.11. Liaise with internal and external stakeholders to promote the interests of the rural medical workforce.
- 1.12. Health coordinate and maintain junior doctor networks.

2. Clinical and/or Research

- 2.1. Other activities relating to the professional development of the registrar or improvement of skills as agreed to by the Director Clinical Training.

3. Other

- 3.1. Other activities relating to the professional development of the registrar or improvement of skills as agreed to by the Director Clinical Training.



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Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

ESSENTIAL

1. Eligible for registration by the Medical Board of Australia.
2. Must have at least two years post-graduate clinical experience.
3. Excellent interpersonal and communication (both oral and written) skills.
4. Excellent time management and organisational skills.
5. Self-motivated and able to initiate and develop projects and improvements.
6. Knowledge of junior doctor issues in Western Australia.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.

DESIRABLE

1. Relevant training or experience in education.
2. Clinical experience in a rural setting.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Health Assessment.
- Successful WA Health Integrity Check.
- Successful Working With Children Check
- Evidence of a current C or C-A Class driver's licence.

