



Medical Education Officer – Description

Postgraduate Medical Council of Western Australia

This document provides generic information about the role of a Medical Education Officer (MEO). Due to the various settings in which pre-vocational medical education takes place, the role of the MEO will vary slightly from hospital to hospital. The specific details of the role in each individual hospital will need to be discussed further with the Director of Postgraduate Medical Education (DPGME). It is important that the MEO role is seen separate from Medical workforce, Hospital administration and Hospital executive due to potential conflict of interest.

RESPONSIBILITIES

- Responsible for the accreditation, organisation and evaluation of medical education and training of junior doctors. Responsible for ensuring that organisational and management support is provided for the education, training, support and wellbeing of junior medical staff.
- Manage and coordinate educational activities, orientation and external education programs for medical staff. This does not include managing requirements for employment and administrative duties such as ongoing mandatory training.
- Coordinate and administer the daily activities of the Postgraduate Medical Education Department (PGME).
- Liaise with DPGME and the Director of Clinical Training (DCT) with the organisation of training and the supervision of junior medical staff (interns, residents and registrars) in accordance with the requirements of the Postgraduate Medical Council of Western Australia (PMCWA).

GENERIC STATEMENT OF DUTIES

- Coordinate, organise and evaluate medical educational support for and training of junior doctors.
- Plan, organise, execute and evaluate orientation programs for junior medical staff.
- Organise, run, assess and develop education for junior doctors, in conjunction with the DPGME and DCT. Assist individual departments with the development and evaluation of educational programs.
- Liaise with the PMCWA, other MEOs and the Department of Health (DoH) to help develop educational and organisational initiatives to support and facilitate junior doctor training.

- Develop professional relationships with junior medical staff in order to provide career support and mentoring. Identify junior doctors in difficulty and refer them to appropriate support services.
- Prepare for and oversee the regular accreditation surveys undertaken by PMCWA.
- Represent the PGME Department on relevant committees throughout the hospital, PMCWA and DoH.
- Take responsibility for tracking expenditure for medical education programs.
- Other duties as determined by the DPGME.

SUGGESTED SELECTION CRITERIA

Essential:

1. Experience in education and training program development, and implementation and evaluation in health or related fields.
2. Demonstrated highly developed communication and interpersonal skills (both oral and written) including demonstrated negotiation and conflict resolution skills”.
3. Ability to generate enthusiasm, a resourceful and resilient personality and an approachable and tactful manner.
4. Ability to work effectively both independently and as a member of a team.
5. Proficient computing skills, including word processing, presentations, spreadsheets, internet, database and email applications.

Desirable:

1. Possession of tertiary qualifications in an education or health discipline or relevant work experience.
2. Knowledge of the roles of junior medical staff in teaching hospitals and/or associated health care facilities.
3. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.
4. Knowledge and understanding of education program evaluation.