

Background and Selection Guidelines

Position Title	Education Manager
Organisation	Postgraduate Medical Council of Victoria Inc. (PMCV)
Hours per week	Full-time or 76 hours per fortnight; monthly RDO can be negotiated
Reports to	Chief Executive Officer
Period of establishment	Initially 2 years with option for re-appointment for further 2 years subject to satisfactory performance review and ongoing funding.
Location	Level 8, 533 Little Lonsdale Street, Melbourne
Remuneration	An attractive salary package will be negotiated with the successful candidate.
Date	25 October 2019

The Position

The Postgraduate Medical Council of Victoria Inc (PMCV) is seeking to appoint an enthusiastic and professional Education Manager who has an interest in medical education issues and expertise in education and training. He or she will work with a range of professionals and organisations in the Victorian health care system.

The Postgraduate Medical Council of Victoria (PMCV) has responsibility for developing and implementing policies, programs and resources which support junior doctor training and education (Interns, HMO2s and other prevocational trainees, including international medical graduates).

Organisational Context

The Postgraduate Medical Council of Victoria Inc (“Council”) was established as an Incorporated Association in August 1999, following a recommendation by the Medical Training Review Panel that there be an organisation in each State to support early postgraduate medical education and training.

The Council receives its primary funding from the Victorian Department of Health and Human Services and the Medical Board of Australia. The PMCV offers several professional development programs on a fee-for service basis and has negotiated matching services on behalf of a several vocational training programs.

The organisational structure of Council is an 11 member Board and 4 committees: Accreditation, Education, HMO Managers, and International Medical Graduates. The PMCV also sponsors quarterly meetings of the Victorian JMO Forum.

The Board’s approved a new Strategic Plan (2019-2021) sets out the challenges and opportunities arising from these challenges in five domains:

1. Accreditation Standards
2. Education and Professional Development
3. Allocation and Placement Support
4. JMO Professional and Personal Wellbeing
5. Operations and Strategic Management

The Council operates largely through the enthusiasm and dedication of volunteer members who are supported by a small Secretariat. A part-time Medical Advisor has been appointed since April 2005 to work with the Board and the Chief Executive Officer.

For further background information please access the Postgraduate Medical Council of Victoria website at www.pmcv.com.au. For more information about the prevocational accreditation standards and intern outcomes, please visit: <http://www.amc.org.au/index.php/ar/psa>

Working relationships

The Education Manager reports to the Chief Executive Officer and is an ex officio member of relevant committees. He or she has regular interaction with a broad range of stakeholders, primarily with health services and their medical educators and supervisors of prevocational doctors. Other interactions may occur with the Victorian Department of Health and Human Services, the Confederation of Postgraduate Medical Education Councils (CPMEC), Victorian medical schools, and the specialist Colleges.

The Education Manager has a very close working and professional relationship with the Medical Education Officers (MEOs) in Victorian hospitals: MEOs are employed to support the work of hospitals in ensuring that their prevocational educational programs are sound and that mechanisms are in place to achieve the required educational and training standards.

As a facilitator involved in the delivery of professional development programs (e.g. Teaching on the Run) you will work closely with other accredited and trained clinician facilitators.

Specific functions

The specific accountabilities and KPIs of the position are outlined in Appendix 1.

Additional requirements

The position may require some travel to metropolitan and regional health services. Applicants must hold a current drivers licence.

Qualifications and Experience

Essential:

- Demonstrated high-level interpersonal and communication skills, both written and verbal
- Ability to work collaboratively with a wide range of professional groups and in a small team
- Demonstrated understanding of current issues in medical education.
- A genuine interest in and commitment to postgraduate medical education.
- Willingness to train as a facilitator and involvement in the delivery of professional development programs
- A tertiary qualification in Education.
- Understanding of committee processes and procedures.
- Ability and willingness to work flexible hours (eg to attend meetings after normal working hours).

Desirable:

- Previous experience of working within junior medical staff within a health service or general practice environment
- A background or qualification in Health or a related field desirable.
- Previous research experience

Hours of work

The hours of work are 38 hours per week but are flexible. The Education Manager provides Secretariat support to the Education and IMG committees – approximately 8 meetings per annum. The IMG Committee meets 3 times per annum during normal business hours; the Education Committee meets 5 times annually usually Thursday from 5.00-6.30pm.

The Education Manager supports the JMO Forum which meets 4-5 times per annum (from 6.00-8.00pm)

All meeting dates and times are identified well in advance.

Application Guidelines

Confidential enquiries may be made to Ms Carol Jordon, CEO (telephone: (03) 96701066) or email: cjordon@pmcv.com.au). Please send in your CV and application letter addressing the selection criteria, marked to the attention of Carol Jordon. Applications to be submitted by COB, **Friday 22 November 2019 by email to: cjordon@pmcv.com.au**

Your CV should contain the following information:

- Education, academic and professional qualifications, relevant professional training
- Present appointment
- Previous appointments
- Other professional and relevant experience
- Your contact details including mobile phone and personal email
- Names, mail and email addresses and telephone numbers of three referees (Referees are normally contacted after interview).

Timelines (Proposed)

2019

By 1 November	Email stakeholders re position/add to PMCV website
Saturday 2 November	Position advertised – <i>The Age/Seek</i>
Friday 22 November	Applications close
From 25 November	Review of applications and shortlisting
Thursday 28 November	Applicants contacted for interview
Tuesday 3 December	Interviews conducted (morning)
3-4 December	Referee checking
5/6 December	Applicants advised of outcomes; negotiations with successful candidate – terms and conditions and start date identified.

Selection Panel (Proposed)

To be advised.

Appendix 1:

OVERALL OBJECTIVES OF POSITION

The primary duties and responsibilities of this position shall reflect the range of Education and JMO Forum/Welfare related outcomes negotiated with the current Service Agreement with the Department of Health and Human Services and any related activities recommended by the PMCV Board and/or the Education committee. In general terms this includes:

- Facilitate an effective network of medical educators to exchange ideas on matters pertaining to postgraduate medical education and training and to encourage participation and involvement on collaborative projects;
- In conjunction with stakeholders, identify, and develop educational resources/projects that will lead to improvements in the delivery and outcomes of education and training programs (e.g. in line with the National Review of Intern Training and relevant State/National reports); provide project leadership where required
- In consultation with stakeholders, develop and organise relevant training/education workshops (e.g. MEO - Medical Educator Officer, Director of Clinical Training (DCT)/Supervisor of Intern Training (SIT) Workshops, Annual Victorian Medical Education Symposium)
- Mentor the Secretary, JMO Forum to ensure agendas and minutes are prepared and distributed;
- Identify and monitor, under direction of the Education /IMG Committee, the priority issues in relation to postgraduate education and training for hospital medical officers in training positions; provide secretarial support to the Education and IMG committees.
- Facilitate implementation of Council's education objectives, including data collection and review of the annual educational performance outcomes; achieve agreed work deadlines;
- Develop effective professional relationships with members of PMCV relevant committees, representatives of the Department of Health and Human Services, and other stakeholder groups (e.g. MEOs, DCTs/SITs, JMOs, University academic staff, etc);
- Document control and maintenance of policies and processes relating to the Education portfolio; annual review of Education component of the Policy Register;
- Prepare reports to DHHS, including contribution to the PMCV Annual Report.
- Work closely with an Administrative Officer to ensure coordination, facilitation and evaluation of the fee-paying Teaching on the Run and Clinical Leadership in Practice programs occurs;
- Where applicable, supervision of project and/or casual staff to assist in achieving the educational objectives.

In addition, the Officer has responsibility to ensure that the educational objectives within the current Service Agreement between the PMCV and the Department of Health and Human Services are achieved.