



Guideline Name	Guideline for the development of individual Health Service Position Descriptions - Medical Education Officer
Consultation and Date Approved	Education Subcommittee: 24 February 2014 PMCV Board: 20 March 2014
Responsible Officer	Education Manager

Purpose & Scope

This document provides guidance regarding the development of individual Health Service Position Descriptions for Medical Education Officers.

Definitions

Medical Education Officer (MEO): A Medical Education Officer is generally responsible for facilitating the continuing education of prevocational doctors including interns, PGY2s, +/- PGY3s and other non-vocational trainees. (The MEO role may also include involvement in vocational training programs). The MEO liaises with and supports the SIT or DCT and may support other supervisors of vocational training (e.g. Director of Physician Training).

A proportion of the work of the MEO role may be seen to be maintenance; that is, working towards the achievement of and continuous improvement of aspects of the hospital's performance in relation to the accreditation standards for junior doctor education and training. Additionally the work of the MEO may be seen to develop programs and improvements in junior doctor education related to the hospitals' identified priorities and/or the interests and expertise of individual MEOs.

The MEO usually works closely with other key organisational staff such as Director of Medical Education, Supervisors of Intern Training, Directors of Clinical Training, HMO Managers, etc.

Intern/Prevocational Doctor Program:

- Where a health service/other education provider is responsible for the administration, rotation planning, training and support of interns/PGY2s for the duration of a 12-month period, the organisation should have a MEO.
- Where a health service/other education provider is responsible for interns/PGY2s on a rotational basis only, responsibility for administration, training and support of interns/PGY2s is shared with the parent health service. However where rotational sites have (1) more than one prevocational doctor on rotation at any one time and/or (2) are considered sufficiently remote from the parent health service, it is expected that the rotational health service will have an individual identified as an MEO who will undertake some or a majority of the activities identified below.
- For large multi-campus health services, an MEO would usually be identified for each site (depending on number of prevocational doctors at each site and relationship with main site within health service).

Guideline Details

Throughout Victoria, health services and other education providers have a diverse range of education structures and titles for personnel in teaching and supervisory positions. Regardless of how these positions are titled or structured, health services and other education providers must ensure that clinical, educational and pastoral support is provided for prevocational junior medical staff. While it is a PMCV Accreditation requirement that an SIT/DCT is identified, it is recognised that many of the activities listed below are undertaken within the support of an educational/administrative team.



Credentials:

The MEO should:

- Have a qualification in a relevant field (teaching/education, health sciences, management) or if not, have;
 1. significant experience in medical education/teaching, and
 2. significant familiarity with the health service
- Have sufficient total EFT at the health service to be able to actively participate in and fill the requirements of the MEO role
- Have a commitment to medical education and training and continuous improvement
- Have access to professional development in medical education and training

Description of Role:

The following are activities that an MEO would be expected to be involved in, in relation to prevocational doctors. The specific activities appropriate for an MEO at an individual health service will depend on the roles/activities of other members of the health service's medical education team.

Education & Training

Support and promotion of education & clinical training opportunities for prevocational doctors, which is aligned with national and state accreditation standards, the Australian Curriculum Framework for Junior Doctors, and which reflects the Australian Medical Council (AMC) National Intern Training Framework (NITF) global outcome statements.

In particular, activities may include:

- Development, co-ordination, participation in and evaluation of education programs
- Development, co-ordination, participation in and evaluation of orientation programs
- Development and implementation of new educational projects / programs
- Development of educational resource materials
- Development of learning needs analyses to inform development of education programs
- Participation as a member of an educational team (e.g. Medical Education Committee)
- Participation in inter-professional education activities
- Supporting prevocational doctor responsibility for ongoing professional development

MEOs may also be involved in, where appropriate:

- Delivery of teaching session

Educational Leadership

Activities may include:

- Liaison with and support of the DCT, SIT, Term and other clinical Supervisors
- Participation in strategic planning / leadership activities
- Advocating for the needs of prevocational trainees
- Actively supporting succession planning

Supervision & Assessment

Activities may include:

- Supporting performance assessment processes for prevocational doctors
- Monitoring performance assessment outcomes
- Planning, coordinating and participation in support and remediation programs for doctors with special needs or performance issues
- Liaison with other campuses/rotating health services regarding rotating prevocational doctors



Mentoring, Counselling & Advocacy

Activities may include:

- Regular interaction with prevocational doctors
- Providing initial management of junior doctors requiring support
- Advocating on behalf of prevocational doctors
- Monitoring, support and referral of welfare issues of prevocational doctors
- Planning / coordinating mentor programs
- Planning / coordinating career advice
- Planning / coordinating general counselling

Administrative/Quality Improvement Activities

Activities may include:

- Planning / revising prevocational Term Descriptions and other resources (eg ROVER)
- Participation in prevocational accreditation activities
- Participation in policy and guideline development for medical education / welfare
- Supporting prevocational doctor engagement in training activities and review of feedback/evaluation
- Participation in health service prevocational recruitment

Professional Development Activities

Activities may include:

- Participation in relevant professional development activities on a regular basis (PMCV, College, University)
- Participation in research activities

References

- Postgraduate Medical Council of Victoria, *Guideline for the Development of Individual Health Service Position Descriptions: Director of Clinical Training, Supervisor of Intern Training*, August 2012
- Postgraduate Medical Council of Victoria, *MEO Survey*, July 2013
- Postgraduate Medical Council of Victoria, *Medical Education Officer Role- Hospital Based*, March 2002