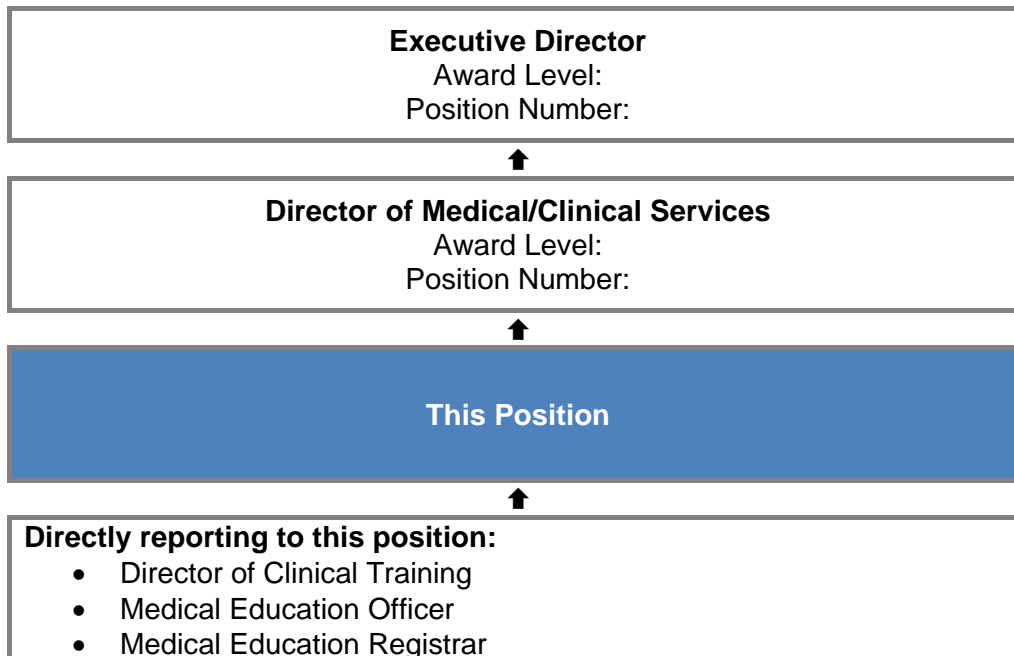


POSITION DETAILS

Position Title	Director of Postgraduate Medical Education
Position Summary	<p>This information is designed to provide you with a general overview of the role and duties of the Director of Postgraduate Medical Education (DPGME) and what is required to be a DPGME. Due to the various settings in which prevocational medical education takes place, the role of the DPGME will vary slightly from hospital to hospital and community. Most duties are conducted in collaboration with the Director of Clinical Training (DCT) and the Medical Education Officer (MEO). The focus of this role is the education, training and support of junior doctors, and continued education of medical staff. The scope does not include health service employment requirements such as mandatory training of medical staff.</p> <p>DPGMEs are an important component of a Junior Medical Officer's (JMO) prevocational medical education experience. The DPGME is usually a Consultant, who works within the structure of the Department of Postgraduate Medical Education to lead and oversee the development and delivery of high-quality medical education to JMOs. It is important that the DPGME role is seen separate from Medical workforce, Hospital administration and Hospital executive due to potential conflict of interest.</p>

Reporting Relationships



KEY RESPONSIBILITIES

<ul style="list-style-type: none"> • Lead strategic development of medical education to ensure patient safety and efficient delivery of medical education for all medical staff. • Oversee the management and provision of the education program for all medical staff.

BRIEF SUMMARY OF DUTIES

- The scope of the role is focussed on ensuring adequate and appropriate education, training, supervision and support for junior medical staff.
- Provide strategic leadership in Postgraduate Medical Education.
- Lead the development and evaluation of innovative education models, programs and strategies.
- Provide support and promotion of wellbeing for JMOs, including doctors in difficulty.
- Oversee the prevocational training program and health service wide support systems to meet the requirements of the Postgraduate Medical Council of Western Australia (PMCWA), medical speciality Colleges, Area Health Service and the hospital.
- Promote a culture of continuous professional development.
- Support term supervisors, senior consultants and other educators in developing skills to facilitate consultant teaching and support for JMOs.
- Ensure that there is sufficient, accessible and appropriate administrative support, education and training for JMOs.
- Monitor progress and term assessments of junior medical staff and ensure appropriate records are maintained.
- Monitor JMO evaluations of term rotations and provide feedback to departments.
- Identify and offer guidance to medical staff in difficulty.
- Liaise and consult with DCT, Head of Departments and Term Supervisors regarding issues of medical education and supervision.
- Oversee the coordination of accreditation and assist departments with meeting the standards outlined by PMCWA and medical speciality Colleges.
- Support the guiding principles of the PMCWA and promote the translation of those principles into practice in Postgraduate Medical Education.
- Liaise with hospital medical administration regarding medical staffing and rotations to ensure all junior doctors are allocated to accredited terms.
- Manage financial budget for the prevocational training program.
- Liaise with Director of Clinical Services regarding poor performance by medical staff.
- Actively participate in relevant committees and conferences.
- Participate as a surveyor in PMCWA accreditation surveys at least annually (if Perth based).
- Help organise PMCWA Accreditation surveys and reports at your site as and when they are due.

