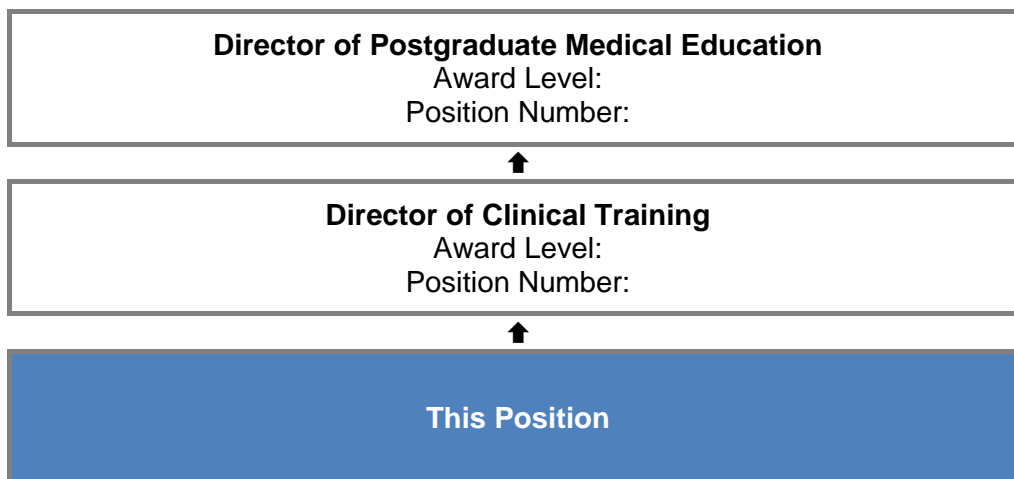


## POSITION DETAILS

<b>Position Title</b>	Medical Education Registrar
<b>Position Summary</b>	<p>This information is designed to provide you with a general overview of the role and duties of the Medical Education Registrar (MER) and what is required to be a MER. Due to the various settings in which prevocational medical education takes place, the role of the MER 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 specific details of the role will need to be discussed further with the Director of Clinical Service in each of the hospitals. The scope of the MER role does not include health service employment requirements such as mandatory training of medical staff.</p> <p>MERs are an important component of a Junior Medical Officer's (JMO) prevocational medical education experience. The MER is usually a Registrar who works within the structure of the Department of Postgraduate Medical Education to assist and support the development and delivery of high-quality medical education to JMOs. It is important the MER role is seen separate from Medical workforce, Hospital administration and Hospital executive due to potential conflict of interest.</p>

## Reporting Relationships



## KEY RESPONSIBILITIES

- Provide assistance to the clinical teaching and educational support of prevocational doctors.

## BRIEF SUMMARY OF DUTIES

- Participate and engages in continuing professional development and educational activities.
- Participate in the formal and informal educational training of junior doctors.
- Provide supervision, support, mentoring and teaching of junior doctors.
- In collaboration with DCT/DPGME and MEO, organise and facilitate education sessions/tutorial programs for junior doctors.
- Prepares presentations for grand rounds, hospital and departmental meetings, clinical reviews and other activities as required.
- Participate and assist in the JMO orientation week.
- Liaise with the DCT/DPGME in regards to issues in prevocational training.
- Participate in direct patient care and provide bedside teaching to junior doctors.
- Participate in JMO term evaluation or performance management in liaison with senior medical staff.
- Assist and participate in the Postgraduate Medical Council of WA (PMCWA) Accreditation related activities.
- Actively participate in research and relevant committees/meetings/conferences as required.
- 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.

## SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

<b>Essential</b>	<ul style="list-style-type: none"> <li>A. Eligible registration with the Medical Board of Australia.</li> <li>B. Demonstrated ability to provide medical education, teaching, supervision and training to JMOs.</li> <li>C. Demonstrated interpersonal, verbal and written communications skills.</li> <li>D. Demonstrated organisational and time management skills.</li> <li>E. Ability to work effectively in a multi-disciplinary team environment.</li> <li>F. Must have at least two years post-graduate clinical experience.</li> <li>G. Self-motivated and able to initiate and develop projects and improvements.</li> </ul>
<b>Appointment Factors</b>	<ul style="list-style-type: none"> <li>– Successful 100 point Identification Check.</li> <li>– Successful Criminal Record Screening Clearance.</li> <li>– Successful Pre-Employment Integrity check.</li> </ul>

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### BRANCH/DIVISION HEAD

Name Signature Date

### DIRECTOR GENERAL

Name Signature Date

As occupant of the position I have read and understood the requirements of my role as detailed in this document, and also understand that my duties may evolve and change within reason over time and in line with the needs of the Department of Health.

Name Signature Date