

Role Description

Role Title:	Director of Clinical Training
Organisation:	Mater
Service Stream/Division:	Mater Education
Department/Unit:	Medical Education Unit
Date Created/Reviewed:	13/11/2018
Reports To:	Director Practice Development
Level of Accountability:	Director

Role Purpose

The Director of Clinical Training role provides medical leadership and management specifically, but not limited to the Medical Education Unit, including:

- Support Mater Education's CEO and Director Practice Development in the planning, development, implementation and evaluation of Mater Education's and Mater Group's Strategic and Operational Plans
- Oversight of Medical Education Unit function and strategic direction including medical recruitment, orientation, education delivery, career development, accreditation, assessment, evaluation and research
- Overarching supervision of International Medical Graduate junior workforce, including liaison with Australian Health Practitioner Regulation Agency (AHPRA) for purposes of registration
- Oversight of development of excellence in the Prevocational Medical Education training program to ensure the provision of safe patient care and quality clinical practice in accordance with Australian Medical Council (AMC) standards, associated Queensland accreditation bodies, and the Australian Curriculum Framework for Junior Doctors
- Responsible for the delivery of contemporary, best practice, interprofessional education, training and development of prevocational and vocational Medical Officers in collaboration with Mater Health Clinical Medical Directors, Mater Education Teams and other key stakeholders
- Collaboration with Mater Health clinical leads for junior doctor workforce management
- Governance of training for prevocational medical graduates (Interns, PGY1-3)
- Providing an essential role to the engagement and experience of prevocational medical graduates
- Direct line management of the Medical Education Manager

Behavioural Standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Accountabilities

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater strategy, described in the table overleaf. Each Mater Person is held accountable for his or own behaviour, performance and development, and for contribution to five strategic objectives: Safety, Experience, Quality, Efficiency and Financial Viability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability.

This role of is responsible for fulfilling the following accountabilities:

In this Role	
Role requirements	Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s
As a Mater Person	
Safety	Every decision and every action taken has safety as its guiding principle.
Experience	Consistently seeks to meet or exceed each and every person's service expectations, each and every time through the provision of differentiated customer service.
Quality	Consistently seeks to continuously improve the quality of our service, through contributing to delivering evidence based low variability healthcare
Efficiency	Seeks opportunities to deliver services for more people within existing resources, which mean being innovative and focussed, and demonstrating strong stewardship of our finite resources.
Future Viability	Consistently seeks to improve, innovate and evolve, through looking for new trends and opportunities which will ensure Mater can meet the challenges of the future by making sensible decisions today.
As a Mater Executive / Director / Manager (more detail below)	
Clinical outcomes	Responsible for leadership and direction, policy and governance that enables Mater People to deliver safe, highly reliable healthcare.
Service and operational outcomes	Leads services and operations in a way that enables safe, highly reliable healthcare delivery, ensures an experience that is exceptional, every time, effectively manages compliance and risk, and achieves strong financial performance.
Financial outcomes	Budget accountability and organisational management of operational budget and resources to deliver strong financial performance.
Compliance and risk	Responsible for determining and implementing policy and governance, identifying and proactively managing strategic risks.
Interprofessional leadership	Leads, develops and manages direct reports in a manner that deepens interprofessional integration and professional performance.
Performance and accountability	Builds accountability within team for continuously improving standards, processes and systems that are critical to success and where applicable, holds direct reports accountable for high performance.

Role Specific Expectations

- This role reports to the Director Practice Development and has leadership and management responsibilities of the Medical Education Unit team including the provision of meaningful data and written and verbal reports to the Director Practice Development, Chief Medical Officer, various Mater committees and Medical Colleges on strategic and business development matters and education initiatives within the MEU
- Lead a culture of professional development, professional responsibility and ethical practice among prevocational trainees and vocational Medical Officers
- Oversee the implementation and integration of an interprofessional education framework in collaboration with key stakeholders within Mater Health, Mater Education and Mater Research
- Collaborate with Medical Education Manager to ensure safety, continuity and professional development in a highly trained junior medical workforce
- Oversee the development, implementation and evaluation of Term Supervisor training and understanding of the Australian Medical Council (AMC) Standards
- Oversee the development of quality improvement activities around new education processes being implemented by using expertise in educational theory & practice, curriculum development, and evaluation techniques of medical education team
- Provide consultant level advocacy for Resident Medical Officers (RMOs)
 - Mater Medical Officer's Consultancy Group
 - Enterprise Bargaining negotiations
 - Facilitate management of system-wide issues
- Collaborate with Medical Education Officers to support management of junior doctor issues and the oversight of development and monitoring of plans to address issues of performance and clinical competence
- Participate in support and development and/or performance improvement programs for prevocational Medical Officers with special needs or performance issues
- Participation in end-of-year intern evaluation and completion
- Share evidence based practice, research or quality improvement outcomes at external meetings.
- Provide high level professional advice on matters relating to medical education, the junior doctor training program and medical education resources for clinical teachers
- Support the emotional well-being needs of prevocational and vocational Medical Officers by establishing and maintaining supportive well-being programs in collaboration with Interprofessional Education Managers that addresses all professional groups. Provide support and refer staff to Employee Assistant Program and Pastoral Care where required for staff who may have their emotional well-being compromised

Orientation and Onboarding

- Oversee the effective and efficient use of processes, content and delivery of orientation and onboarding programs for Medical Officers (prevocational and vocational) in collaboration with key stakeholders, including MEOs, Medical Education Manager, Interprofessional Education Managers and other key stakeholders
- Oversee the evaluation and feedback and evaluate reports to support Mater Education's Strategy on quality education and customer satisfaction

Clinical Outcomes

- Supports the evidence-based identification and prioritisation of improvements that ensure translation of research and evidence into practice in order to deliver contemporary cost effective, consistent, high-reliability clinical care and patient outcomes

Service and Operational Outcomes

- Demonstrates expert knowledge of the operations of the MEU function and how it contributes to Mater Group's and more specifically, Mater Education's Strategy
- Actively partners with consumers and patients, as well as interprofessional colleagues, to determine service and operational objectives that provide an exceptional experience and outcomes, every time
- In collaboration with Mater Leaders and peers, maintains and strengthens strategic relationships with community, universities, professional bodies, commercial entities and government and non-government agencies to inform and enhance services
- Analyses business data to inform strategic decisions, respond to issues and trends, and maintains and reports on metrics aligned with Mater's and Mater Education's strategic and operational plans
- Recognises and addresses inefficiencies in service provision, and continuously improves business processes
- Oversee the implementation and coordinate the delivery of innovative education and practice development opportunities, and actively plan, deliver and evaluate corporate and clinical training initiatives
- Support and promote education and clinical training opportunities for prevocational and vocational Medical Officers aligned with the Australian Curriculum Framework for Medical Officers
- Be abreast of industry and clinical trends which may impact on contemporary practice, education and care delivery specifically related, but not limited to the MEU
- Participate in relevant committee processes, attend relevant meetings and prepare and submit education reports as required
- Maintain professional relationships with all internal and external stakeholders

Financial Outcomes

- Oversee the Medical Education Unit's operational budget (workforce and expenses) in collaboration with the Medical Education Manager to deliver strong financial performance as per delegation from Director Practice Development
- Contributes to strategic decision-making and identifies strategic and operational opportunities for improved financial outcomes
- Understand and oversee all legislative requirements relevant to medical staff employment and oversee relationships with the appropriate legislative bodies to ensure Mater compliance including key stakeholders including AHPRA and Qld Health

Compliance and Risk

- Manages compliance and risk, in part by ensuring direct reports and pre-vocational Medical Officers fulfil mandatory and professional competency requirements, that audits are completed in a timely fashion and endorsed recommendations implemented, and that risks assigned to the MEU receive prompt and effective action
- Oversee workplace health and safety (WHS) concerns from within own reporting structure

Interprofessional Leadership

- Sets a clear strategic direction in collaboration with Director Practice Development over a 12-24 month and 3-5 year, period, constructs clear operational and action plans for work within a 1 year period and translates this into concrete performance and development objectives that align with the delivery of Mater's and Mater Education's strategy
- Effectively represents, negotiates with and influences colleagues and peers to catalyse and embed change
- Effectively manages key relationships across peers and clients throughout Mater, across service streams and functions
- Collaborates in the development of policies and practice as an advisor and support to Executives and leaders with service delivery responsibilities as well as other clinical and non-clinical support services
- Ensures development and succession plans are in place and actioned for own role and those of direct reports if applicable
- Ensures direct reports have clear tasks and accountabilities associated with their roles and that these are communicated and understood
- Guides, coaches and provides rapid, respectful, constructive feedback to direct reports in relation to their performance and behaviour

Performance and Accountability

- Oversee and ensure key performance indicators for Interprofessional Education and Collaboration within the MEU in collaboration with other key stakeholders are met, activities may include:
 - Conduction learning needs analyses
 - Review of educational resource materials
 - Participation in clinical teaching
 - Participation as a member of an interprofessional education team
- Consistently and visibly applies the Mater Accountability framework to address inconsistencies in behaviour, practice or performance, including formal performance management of direct reports where required, in order to role-model and strengthen Mater's cultural focus on accountability and feedback
- Manage personal issues/expectations relating to Junior Medical Officer appointments and conditions of employment in collaboration with Medical Education Manager
- Participate in career advice and general counselling
- Oversee supervision of prevocational doctors and oversight of supervision by others
- Participate in prevocational accreditation activities
- Oversee Medical Education Committee annual review including multisource feedback from Mater Education, Term Supervisors, Medical Administration and Prevocational Trainees

Qualifications

- Possession of a medical degree with clinical postgraduate qualifications
- Hold a concurrent clinical appointment at Mater, in a discipline where RMOs are allocated.
- Qualifications, appointment and experience sufficient to collaborate with senior medical consultants
- Completion of AHPRA International Medical Graduate supervision modules
- Hold academic title with relevant university partner (desirable and/or working towards)

Clinical / Technical Competencies

- Demonstrated interest and high performance in junior doctor education, training and wellbeing
- High level of interpersonal communication skills with ability to work collaboratively across a broad range of professional disciplines, levels and streams
- Demonstrated commitment to quality improvement and both learner centred and patient centred care focus in all aspects of training and development
- Interest and experience in adult learning principles and clinical education
- Comprehensive understanding of interprofessional education and learning techniques, simulation-based education and/or a willingness to develop expertise in this area
- Understanding of quality improvement methodologies
- Ability to champion and lead practice development and process change
- Ensure familiarity with requirements for and contemporary issues in relation to the education and training of prevocational Medical Officers

Capabilities

Mater's Core Capabilities	Elements	Required proficiency for Role ¹				
		Foundation (Team Member)	Proficient (Team Leader)	Skilled (Manager)	Expert (Director)	Mastery (Executive)
Building high-performance interprofessional teams: Builds high performance interprofessional teams by developing talent and building trust	Vision and direction Implementation of strategy Interprofessional practice and education Team leadership Team development Identifying and nurturing talent Building trust				✓	
Accountability: Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue	Holding to account Feedback and dialogue Drive for results				✓	
Learning Agility: Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations	Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking				✓	
Enacting behavioural change: Skilled at enacting sustainable behavioural change in people (through workflows, habits and clinical practice) to achieve improvements	Influencing perception Generating emotional responses (tempered by rational responses) Shaping behavioural decision making Mobilising and sustaining behaviour change				✓	

¹ Proficiency descriptors

- **Foundation:** demonstrates application of capabilities for performing core requirements of the role **and**
- **Proficient:** demonstrates application of capabilities to others in team **and**
- **Skilled:** developed capability in others in a proactive and structured manner **and**
- **Expert:** mobilises collective capability across teams **and**
- **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out