

## RUN DESCRIPTION

<b>POSITION:</b>	Prevocational Medical Education Fellow (1.0FTE)
<b>DEPARTMENT:</b>	Medical Education and Training Unit (METU)
<b>PLACE OF WORK:</b>	Te Whatu Ora Waitematā
<b>RESPONSIBLE TO:</b>	Director of the Clinical Training and Education Unit
<b>FUNCTIONAL RELATIONSHIPS:</b>	<p><b>Internal</b> METU Manager and team Director of Clinical Training (DCT) and Associate DCT Prevocational Educational and Clinical supervisors</p> <p><b>External</b> Medical Education Training Units within Te Whatu Ora Northern Regional Alliance (NRA) Prevocational Training Committee (PVTTC) Medical Council of New Zealand (MCNZ)</p>
<b>PRIMARY OBJECTIVE:</b>	Maintain and develop the education and training of prevocational trainees (House Officers) at Counties Manukau District Health Board (CMH).
<b>RUN PERIOD:</b>	12 months

### Section 1: Purpose of the position

#### *Responsibilities*

Collaborate with the Medical Education and Training Unit (METU) Manager, Director of Clinical Training (DCT), Associate DCT and others to ensure the delivery of high-quality, high-value medical education, training and pastoral care at Te Whatu Ora Waitematā Health, and to meet and exceed MCNZ Prevocational training requirements.

A one-year, fixed-term, medical education fellowship role with the opportunity to build personal and organisational leadership capability and capacity.

To work with METU and other Te Whatu Ora Waitematā colleagues to embed quality improvement, innovation, translational research, education and leadership development in health.

The role may be tailored to suit individual interests and skills.

### Section 2: Nature and Scope of Responsibilities

#### *Scope of the role*

Delivers prevocational medical education, training and pastoral care, and House Officer Orientation. Develops leadership capability in self and in others. Contributes to quality improvement in clinical education and services.

Key Tasks	Expected Outcomes
Medical education leadership and quality assurance	<p>In consultation with the METU Manager and DCT:</p> <ul style="list-style-type: none"> <li>• Identify a key project or quality improvement initiative in medical education during the fellowship year.</li> <li>• Develop, deliver, evaluate and report on this project.</li> <li>• Facilitate and evaluate the current house officer training programmes to optimise alignment with MCNZ requirements and Te Whatu Ora Waitematā’s priorities and values.</li> <li>• Champion continuous quality improvement for prevocational doctors at Te Whatu Ora Waitematā to promote safe patient care and excellent training.</li> <li>• Promote inter-professional learning and the sharing of best practice.</li> <li>• Collaborate with METU team to support and cover all education programme delivery.</li> </ul>
Orientation and transition	<ul style="list-style-type: none"> <li>• Support the transition and progression of junior doctors.</li> <li>• Ensure that relevant induction and orientation arrangements are in place for PGY1, PGY2, IMGs and NZREX doctors starting at Te Whatu Ora Waitematā.</li> <li>• Report on attendance and collect feedback.</li> <li>• Contribute to orientation programmes across the training continuum.</li> </ul>
Strategic relationship management	<ul style="list-style-type: none"> <li>• Collaborate with the DCT to support and grow high-quality and high-value clinical teaching and learning at Te Whatu Ora Waitematā.</li> <li>• Collaborate with the Manager of METU to develop medical education activities at Te Whatu Ora Waitematā with appropriate liaison with relevant individuals at Te Whatu Ora Waitematā.</li> </ul>
Advocacy, mentoring and welfare	<ul style="list-style-type: none"> <li>• Provide wellbeing support and referrals to prevocational doctors.</li> <li>• Work with the DCT to advocate for RMOs.</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Facilitate, organise and evaluate the PGY1 &amp; PGY2 formal teaching programmes, including teaching contributions.</li> <li>• Develop the teaching programme to ensure there is a genuine and authentic reflection of New Zealand’s bicultural identity and multicultural population.</li> <li>• Co-ordinate and deliver Inter-professional workshops with the simulations team.</li> <li>• Identify potential teachers from the SMO, RMO and wider clinical staff pool and work with them to develop teaching session/s.</li> <li>• Provide teaching in the Clinical Methods program for Year 3 students.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Attend learning, coaching and other development opportunities.</li> <li>• Meet regularly with METU manager and/or the Director of Clinical Training to agree a direction for professional development during the fellowship year.</li> <li>• Present work at conferences and produce publications where possible.</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Support the pursuit of Māori health gain and achieving equitable health outcomes for Māori</li> <li>• Support tangata whenua/mana whenua led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care</li> <li>• Support Māori oversight and ownership of decision making processes necessary to achieve Māori health equity</li> <li>• Support the expression of hauora Māori models of care and mātauranga Māori</li> </ul>

<i>Scope of the role</i>	
Health and Safety (H&S)	<p>Contribute to a safe and healthy workplace at Te Whatu Ora Waitematā by:</p> <p><b>All Employees</b></p> <ul style="list-style-type: none"> <li>• Following and complying with Health, Safety &amp; Wellbeing policies and processes and applying them to their own work activities, including using/wearing Personal Protective Equipment as required</li> <li>• Participating in activities directed at preventing and fostering inclusive, respectful and supportive relationships that promote wellbeing in the workplace</li> <li>• Identifying, reporting and self-managing hazards where appropriate</li> <li>• Early and accurate reporting of incidents at work and raising issues of concern when identified.</li> </ul>
Privacy	<ul style="list-style-type: none"> <li>• Ensure that personal and health information (patient, staff, corporate) is managed in accordance with Te Whatu Ora Waitematā’s privacy policies and relevant privacy laws and regulations, and that privacy breaches are investigated, reported and corrective action implemented in line with Te Whatu Ora Waitematā policy.</li> </ul>
Recordkeeping	<ul style="list-style-type: none"> <li>• Creates accurate and appropriate records to support and evidence business activities and regularly files to ensure that corporate information is secure, unchanged and not removed until its compliant disposal date.</li> </ul>

### Section 3: Specifications

<i>Person Specification</i>
<p>The selection panel will pay particular attention to assessing a candidate’s potential to thrive in the role and contribute positively to teams and organisational projects/priorities. This fellowship role will be suited to individuals seeking opportunities outside traditional career paths that can demonstrate interest and efforts extending beyond their current roles and who will bring new, diverse skills to Te Whatu Ora Waitematā.</p>

	<i>Essential</i>	<i>Preferred</i>
Qualification	<ul style="list-style-type: none"> <li>• MBChB (or equivalent)</li> <li>• Full registration with Medical Council of New Zealand</li> <li>• Current Annual Practising Certificate</li> <li>• Current indemnity insurance</li> <li>• PGY3+</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or educational qualification, or working towards same.</li> <li>• Driving licence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous teaching experience in complex health environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work experience at Te Whatu Ora Waitematā</li> <li>• Evidence of clinical excellence</li> <li>• Publication(s) in peer-reviewed journals</li> </ul>

	<i>Essential</i>	<i>Preferred</i>
Personal Qualities	<ul style="list-style-type: none"> <li>• Commitment to Te Whatu Ora Waitematā's organisational values, promise and purpose</li> <li>• Excellent communication skills</li> <li>• Understands self and impact of behaviour on others</li> <li>• Strong role model for RMOs</li> <li>• Evidence of continual personal learning and development.</li> <li>• Willingness to develop self, including teaching skills</li> </ul>	
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability and enthusiasm for leading transformation in their field after the fellowship</li> <li>• Ability to communicate effectively with people across a range of disciplines, professional groups and sectors</li> <li>• Ability to work with and lead others, across professions</li> <li>• Ability to create learner focused educational opportunities and to support the development of others through mentoring, teaching and training</li> <li>• Ability to develop and implement education programmes in the healthcare setting</li> <li>• Ability to develop and maintain professional networks</li> <li>• Can develop evaluations/audit protocols and write grant applications</li> <li>• Ability to analyse, critically appraise and interpret data and complex information</li> <li>• Ability to produce and deliver high quality written and oral material for a range of audiences /stakeholder groups</li> </ul>	<ul style="list-style-type: none"> <li>• Project management and reporting</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Understanding of emerging trends and issues in medical education</li> <li>• Basic knowledge of organisational development or management or leadership development theory, principles or programmes</li> <li>• Understanding of current issues in healthcare delivery within Te Whatu Ora Waitematā catchment area and in New Zealand</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of clinical governance principles and application within healthcare settings</li> <li>• Project management and reporting</li> </ul>

**Section 4: Roster**

<i>Roster</i>
<p>Hours Of Work:</p> <p>Ordinary Hours – Monday to Friday – 0800-1600</p> <p><i>The Pre-Vocational Medical Education Fellow may provide a clinical contribution up to 0.2FTE/week to a clinical Service or department during their regular hours during their appointment. The details of this arrangement, including the necessity of these contributions, will be discussed with the METU manager and/or DCT at the time of appointment to this role and reviewed periodically. If required, the Medical Education Fellow will only participate in normal 8-hour shifts on the days organized with the DCT and the Department/RMO Unit.</i></p>

**Section 5: Cover**

<i>Roster</i>
Cover for leave (both Planned and short notice) will be provided internally by the METU team

**Section 6: Hours and Salary Category**

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic Hours (Mon-Fri)	40.00	
Rostered Additional Hours	0.00	
All other Unrostered Hours <b>(To be confirmed by a Run Review)</b>	0.00	
Total Hours Per Week	40.00	

**Salary** The salary for this attachment will be as detailed in a F Run Category