

RUN DESCRIPTION

POSITION:	ADHB Pre-Vocational Medical Education Fellow
DEPARTMENT:	Clinical Education and Training Unit
PLACE OF WORK:	Auckland City Hospital
RESPONSIBLE TO:	Director of the Clinical Training and Education Unit (CETU) and working with the CETU team
FUNCTIONAL RELATIONSHIPS:	Healthcare consumer, Hospital and community based healthcare workers
PRIMARY OBJECTIVE:	Maintain and develop the education and training of prevocational trainees (House Officers) at Auckland District Health Board (ADHB).
RUN PERIOD:	12 months

Section 1: House Officer's Responsibilities

<i>Area</i>	<i>Responsibilities</i>
General	<ul style="list-style-type: none"> Optimise the education and training journey of junior doctors by advancing educational programmes and initiatives, providing hands on support to prevocational interns, and by acting as an RMO liaison between junior doctors and the clinical leadership team. Maintain and ensure quality of weekly house officer teaching sessions, and continue to address potential barriers to attendance Plan and implement actions to achieve strategic alignment of house officer education and training with local, regional and national training priorities. Plan and implement education and training initiatives for provisional registrants that are aligned with Medical Council New Zealand requirements. Develop creative educational and training initiatives to safeguard protected house officer training. Provide peer support for interns, and be available as a source of advice and knowledge. The MEF may consider setting up formal peer support sessions if appropriate, supported by CETU staff. Help to develop a new teaching programme for interns in their second year and above. Undertake after hours activities on an as required basis to act as a buddy for PGY1 House Officers during periods of significant transitions during the year.
Representation	<ul style="list-style-type: none"> Work closely with the Director of CETU to develop and improve educational and training programmes for House Officers.

<i>Area</i>	<i>Responsibilities</i>
	<ul style="list-style-type: none"> • Work closely with the Prevocational Educational Supervisors to facilitate the smooth transition of Postgraduate Year 1 House Officers to the workforce, including their personal and professional growth, and their health and wellbeing. • Provide House Officer representation on the Prevocational Training Committee (PVTC) (or equivalent) • Provide House Officer representation on various DHB working groups and/or personnel, particularly those with direct impact on house officer education and training • Provide RMO Representation for DHB RMO orientations to ensure quality of RMO induction • Maintain relationships with both house officers and clinical leadership to help address any quality of care issues that may arise • Continue to develop a sustainable, positive, effective communication channel between house officers and clinical leadership

Section 2: Training and Education

<i>Responsibilities</i>
<ul style="list-style-type: none"> • Consider undertaking a formal medical education qualification during the year, and/or undertaking one or more research/audit project(s) on an educational, training or pastoral care topic. Such a project would be presented at a suitable conference or forum. In addition, the MEF would gain abundant practical experience in teaching and supervision. • Participate in Continuing Medical Education/Continuing Professional Development activities throughout the year, in line with personal career intention plan and General Registrant requirements as per Medical Council New Zealand

Section 3: Roster

<i>Roster</i>		
Hours of Work		
The Medical Education Fellow will contribute 1:5 weekends to the ADHB Medicine roster.		
Ordinary Hours	Monday to Friday	08:00-16:00
Weekends:	Saturday and Sunday (1:5 frequency)	14:00-22:00
The role is designed to be full time in CETU, however, if requested a clinical component may be included within the run by negotiation		

Section 4: Cover:

<i>Other Resident and Specialist Cover</i>
Cover for leave (both planned and short notice) will be provided internally, by CETU staff. Cover for weekends will be provided by the Medical Relief pool.

Section 5: Performance appraisal

<i>House Officer</i>	<i>Service</i>
<p>The Medical Education Fellow will:</p> <ul style="list-style-type: none"> At the outset of the year, meet and orientate extensively with the Director of CETU to discuss the activities, learning objectives and expectations for the year. Regular supervision will be provided by the Director of CETU, and formal meetings will be held at least 3 monthly. After any assessment that identifies deficiencies, a corrective plan of action would be created and documented in consultation with the Director of CETU. 	<p>CETU will ensure,</p> <ul style="list-style-type: none"> An initial meeting and orientation between the Director of CETU and the MEF to discuss proposed activities, learning objectives and expectations for the year, and to plan ongoing review and educational activities and support Ongoing hands on supervision by the Director of CETU and the CETU team, and also formal supervision meetings at least quarterly The opportunity to discuss any deficiencies identified during the year. The Director of CETU will bring these to the MEF's attention, and discuss and implement an agreed plan of action to correct them;

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic hours (Mon-Fri)	40	The Service, together with the RMO Support Unit will be responsible for the preparation of any Rosters.
Rostered additional hours (inc. nights, weekends & long days)	3.2	
All other unrostered hours	0	
Total hours per week	43.2	

Salary The salary for this attachment will be as detailed in a F Category run category.