

RUN DESCRIPTION

POSITION:	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

Kia kotahi te oranga mo te iti me te rahi o te hāpori
Healthy communities | World-class healthcare | Achieved together

Te Toka Tumai recognises and respects Te Tiriti o Waitangi as the founding document which encapsulates the fundamental relationship between the Crown and Iwi. This established the New Zealand Government and defined Aotearoa as a bi-cultural nation. As a bi-cultural organisation, Te Toka Tumai understands that as Tangata Tiriti we have a Tiriti o Waitangi responsibility for Māori health improvement and a legislative responsibility to eliminate health inequities.

Our **vision** is to support our local population to achieve the outcomes determined for themselves, their whānau and their community, and to ensure high quality, safe and equitable services are accessible when needed. Our approach is patient and whānau-centred healthcare, which means people are at the heart of everything we do.

Our **purpose** is to support our population to be well and healthy, with special emphasis on accelerating health gain for Māori and achieving equitable health outcomes across our community. We commission health and disability services across the whole system from problem prevention to end of life care. We provide specialist healthcare services to patients and whānau from across districts, Aotearoa, and the Pacific.

About our values

Our shared values are the foundation to how we do things at Te Toka Tumai. It is about how we treat people, and about how we make our patients, whānau and each other feel.

Haere Mai Welcome <i>we see you, we welcome you as a person</i>
Manaaki Respect <i>we respect, nurture and care for each other</i>
Tūhono Together <i>we are a high performing team: colleagues, patients and families</i>
Angamua Aim High <i>we aspire to excellence and the safest care</i>



Our values in action

See me for who I am

When my team understands who I am, and where I come from, I feel accepted

My voice counts

When I know my voice is heard I feel a valued part of the team

Thank you goes a long way

When I'm thanked it motivates me to keep doing great work

Be kind to each other

When I'm respected, I'm happier in the workplace

I have your back

As a team we support each other and lend a helping hand when it's needed

I am part of a team

I give more of myself when we work together as one big whānau

Context for the role

The Prevocational Medical Education Fellow reports to the Director of Clinical Training (DCT) at Te Toka Tumai, and works closely with the CETU team (SMO Kaitiaki, operations manager, project coordinator, intern representatives) to optimise and deliver education programmes for house officers.

There are many opportunities for collaboration within the Northern Region, particularly with the Medical Education Fellows of the other districts within Metro Auckland. The Fellow will also be a member on the Prevocational Training Committee (PVTC), which is the governing committee of the intern training programme in the Northern Region.

About the role

The Prevocational Medical Education Fellow will be responsible for maintaining and developing the education and training of prevocational house officers at Te Toka Tumai. The purpose of the role is to optimise the education and training journey of junior doctors by safeguarding protected teaching time, advancing educational programmes and initiatives, and by acting as an RMO liaison between junior doctors and clinical leadership. The Fellow will also provide pastoral care and hands-on support to the junior doctors, as well as assist with achieving Medical Council accreditation requirements.

There is opportunity to build in a clinical component into the role by negotiation with the DCT.

The postholder is encouraged to undertake professional development in medical education during the run, as well as undertake relevant research to present at the annual Australasian Prevocational Medical Forum.

Section 1: House Officer's Responsibilities

Area	Responsibilities
Medical education – design and delivery	<p>In consultation with the DCT and CETU team:</p> <ul style="list-style-type: none"> Lead the facilitation and delivery of the PGY2 education workshops (up to 8 sessions per quarter) Assist with the facilitation of the PGY1 weekly teaching programme, including providing occasional teaching at an appropriate level In collaboration with the Medical Education Fellows across the Metro Auckland region, plan, facilitate and deliver the Stepping Up to Registrar workshops (two-day workshops, twice yearly) Provide wellbeing resources and teaching to prevocational house officers Provide suitable career guidance to prevocational house officers. This may include one-on-one guidance, short 'lollipop' style presentations, and/or more formal career events Contribute to the regular review of the PGY1 and PGY2 curricula
Advocacy, mentoring, pastoral care	<ul style="list-style-type: none"> Collaborate with the DCT, CETU team, prevocational educational supervisors, clinical supervisors, and service clinical directors to provide appropriate pastoral support to prevocational house officers Act as an RMO liaison between prevocational house officers and CETU team, services, and/or Te Toka Tumai senior leadership Provide near-peer mentoring to 'doctors in difficulty' when required Escalate issues to the DCT and CMO as appropriate
Orientation and transition	<ul style="list-style-type: none"> Assist with ensuring that prevocational house officers who are new to Te Toka Tumai receive a relevant and appropriate orientation. This could include PGY1, PGY2, PGY3+, IMGs, and NZREX doctors. The Fellow may be required to deliver educational sessions within the orientation programme(s).
Continuous improvement	<ul style="list-style-type: none"> Identify quality improvement opportunities within the intern training programme and to raise with the DCT and CETU team Improvements should be aligned to local, regional, and national training priorities, Te Toka Tumai policies, and Medical Council of New Zealand requirements Regular review of pedagogy to ensure intern training programme is engaging, relevant, and appropriate Provide an RMO voice in organisation-wide improvement projects and committees May be required to lead certain improvement projects Participate in Continuing Medical Education activities, in line with medical education and/or personal career intention plan
Committee membership	<ul style="list-style-type: none"> Prevocational Training Committee (PVTTC) Clinical quality and safety committee, Te Toka Tumai 'Doctors in difficulty' meetings Prevocational educational supervisor meetings CETU team meetings
Commitment to Te Tiriti o Waitangi and honouring cultural safety	<ul style="list-style-type: none"> Respect, sensitivity, and cultural awareness is evident in interpersonal and professional relationships Understand and embed Te Tiriti o Waitangi principles in medical education

Section 2: Expected outcomes / performance indicators for all Te Toka Tumai employees

Area	Responsibilities
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Supports the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori Supports tangata whenua/mana whenua led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity <ul style="list-style-type: none"> Support the expression of hauora Māori models of care and mātauranga Māori
Equity	<ul style="list-style-type: none"> Commits to helping all of our residents achieve equitable health outcomes Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery Supports the dismantling of policies, procedures and practices that cause inequity Supports Māori-led responses <ul style="list-style-type: none"> Supports Pacific-led responses
Digital	<ul style="list-style-type: none"> Supports digital tools that foster organisational effectiveness
Whānau-centric	<ul style="list-style-type: none"> Supports improved service engagement with whānau <ul style="list-style-type: none"> Supports people and service user experience in the design, delivery and evaluation of services
Resilient services	<ul style="list-style-type: none"> Demonstrates performance improvement and efficiency Supports the implementation of agreed continuous improvement initiatives
Health & Safety	<ul style="list-style-type: none"> Takes responsibility for keeping self and others free from harm at work Complies with the requirements of the Health and Safety policy and procedures of Te Toka Tumai
Risk	<ul style="list-style-type: none"> Actively participates in Te Toka Tumai's approach to risk management
Digital	<ul style="list-style-type: none"> Supports digital tools that foster organisational effectiveness
Recordkeeping	<ul style="list-style-type: none"> 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.

Section 3: Roster

Roster
<p>Hours of Work</p> <p>Ordinary hours (Monday to Friday) – 40 hours (between 0800 to 1630 hrs)</p> <p>The Fellow role is designed to be full-time in CETU. However, a clinical component of up to 0.2 FTE may be included within the run by negotiation with the DCT.</p>

Section 4: Cover:

Other Resident and Specialist Cover
Cover for leave (both planned and short notice) will be provided internally by CETU staff.

Section 5: Performance appraisal

<i>House Officer - Essential</i>	<i>Service</i>
<p>The Medical Education Fellow to succeed in this role will have:</p> <p>Essential:</p> <ul style="list-style-type: none"> • A commitment to biculturalism • A commitment to achieving equitable outcomes for Māori • MBChB or equivalent • A current Annual Practising Certificate with the Medical Council of New Zealand • Full registration with the Medical Council of New Zealand • Current indemnity insurance • More than 4 years' postgraduate experience, i.e. be PGY4+ • Sound clinical skills and references • An interest and commitment to medical education and training • Previous experience in teaching and coordination in a complex health environment • Excellent interpersonal and communications skills • Proven time management skills and the ability to prioritise • The ability to work autonomously within agreed boundaries • Experience with pastoral care and wellbeing initiatives <p>Desired:</p> <ul style="list-style-type: none"> • Previous learning/working experience at Te Toka Tumai • Higher degree or educational qualification • Evidence of commitment to continuous improvement • Evidence of clinical excellence 	<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.