

RUN DESCRIPTION

POSITION:	Counties Manukau District Pre-Vocational Medical Education Fellow
DEPARTMENT:	Clinical Education and Training Unit
PLACE OF WORK:	Counties Manukau District, Middlemore Hospital
RESPONSIBLE TO:	Director of the Clinical Training and Education Unit
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 Counties Manukau District Health Board (CMH).
RUN PERIOD:	12 months

Section 1: Purpose of the position

Responsibilities

The Prevocational Medical Education Fellow will be responsible for maintaining and developing the education and training of prevocational trainees (house officers) at Counties Manukau. 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 Prevocational Medical Education Fellow will work closely with the Director of Clinical Training (DCT) to develop and improve educational and training programmes for house officers. The position holder will also work with the Prevocational Educational Supervisor to facilitate the smooth transition of Postgraduate Year 1 and Year 2 House Officers to the workforce, including their personal and professional growth, and their health and wellbeing.

Section 2: Vision and Values

Organisational Shared Vision

Our shared Vision is to work in partnership with our communities to improve the health status of all, with particular emphasis on Maaori and Pacific peoples and other communities with health disparities.

We will do this by leading the development of an improved system of healthcare that is more accessible and better integrated.

We will dedicate ourselves to serving our patients and communities by ensuring the delivery of both quality focussed and cost effective healthcare, at the right place, right time and right setting.

<i>Organisational Values</i>	
Partnership	Working alongside and encouraging others in health and related sectors to ensure a common focus on, and strategies for achieving health gain and independence for our population
Care and Respect	Treating people with respect and dignity, valuing individual and cultural differences and diversity
Professionalism	We will act with integrity and embrace the highest ethical standards
Teamwork	Achieving success by working together and valuing each other's skills and contributions
Innovation	Constantly seeking and striving for new ideas and solutions
Responsibility	Using and developing our capabilities to achieve outstanding results and taking accountability for our individual and collective actions

<i>Place in the Organisation</i>
<p>The role will report directly to the DCT. Any significant issues will be escalated to the CMO.</p> <p>The Prevocational Medical Education Fellow may be faced with a wide range of complex issues and conflicting demands. They will discuss any concerns, issues or potential issues with the DCT quickly and discretely, and display good insight and sound judgement. The DCT will provide academic and professional oversight.</p>

Section 3: Nature and Scope of Responsibilities

<i>Key Accountability</i>	<i>Standard / Achievements</i>
Prevocational education and training initiatives	<ul style="list-style-type: none"> • Maintain and ensure quality of weekly house officer teaching sessions, and continue to address potential barriers to attendance • Maintain and ensure quality of PGY 2 House Officer Workshops • Develop creative educational and training initiatives to safeguard protected house officer training, recognizing the intense service load at Counties Manukau
Pastoral care	<ul style="list-style-type: none"> • Work closely with, and support, the Prevocational Educational Supervisors • Support house officers in their personal and professional development and their health and wellbeing by remaining approachable and available, especially for PGY1 and 2 House Officers during their transition to work life.
Advocacy/House Officer Representation	<ul style="list-style-type: none"> • 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 Counties 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

<i>Key Accountability</i>	<i>Standard / Achievements</i>
Strategic alignment	<ul style="list-style-type: none"> Plan and implement actions to achieve strategic alignment of CMDHB 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. Reduce barriers and maximise opportunities to facilitate and enable changes within the DHB to accommodate a regional approach to RMO education and training
Personal and professional development	<ul style="list-style-type: none"> 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 Continue 0.2 FTE in clinical work, for example one shift a week in the Emergency Department (or equivalent) Undertake the Postgraduate Certificate in Clinical Education (or equivalent) Participate in research, publications, and/or presentations that are in line with medical education and/or personal career intention plan
Commitment to the principles of Treaty of Waitangi & honouring Cultural Diversity	<ul style="list-style-type: none"> Respect, sensitivity, cultural awareness is evident in interpersonal relationships. Principles of Treaty of Waitangi underpin education and training initiatives. Cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices.

Section 4: Roster

<i>Roster</i>
<p>Hours Of Work: Ordinary Hours – Monday to Friday – 0800-1600</p> <p>The Pre-Vocational Medical Education Fellow may provide clinical contributions to a Medical or Surgical Department during their regular hours throughout their appointment. The details of this arrangement, including the necessity of these contributions, will be discussed with the DCT at the time of appointment to this role. 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.</p>

Section 5: Cover

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

Section 6: Hours and Salary Category

<i>Average Working Hours</i>		<i>Service Commitments</i>
Basic Hours (Mon-Fri)	45.00	
Rostered Additional Hours	0.00	
All other Unrostered Hours	0.00	
<i>Run review completed May 2025</i>		
Total Hours Per Week	45.00	

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

Section 7: Communication and Interpersonal Skills

Communication and Interpersonal Skills

Strong interpersonal and communication skills are required for this role. This role will function as an advocate for house officers and be a key link between house officers, clinicians, clinical leaders and other (internal and external) RMO training stakeholders.

Functional relationships will be maintained with a range of CMDHB staff members including:

- CMO
 - DCT
- Prevocational Educational supervisors
- Clinical Directors
- Service Managers
- Clinical Training and Education Centre (CTEC)
- Ko Awatea Staff
- South Auckland Clinical School (SACS)
- Learning and Development Team
- Educators
- SMOs and RMOs

Externally there will be contact with:

- NRA
- Prevocational Training Committee

Section 8: Person Specification

	<i>Minimum</i>	<i>Preferred</i>
Qualification	<ul style="list-style-type: none"> • MBChB or equivalent • General Registration by the time they commence this position 	
Experience	<ul style="list-style-type: none"> • Prevocational house officer with minimum six months clinical working experience at Middlemore Hospital 	<ul style="list-style-type: none"> • Completion of Postgraduate Year 1 at Counties Manukau DHB
Skills / Knowledge / Behaviour	<ul style="list-style-type: none"> • Working knowledge of CMDHB clinical environment and RMO education and training • Strong interpersonal and communication skills • Able to assess own strengths and weaknesses and initiate continuing professional development • Able to build and maintain good working relationships with staff at all levels of the organisation and with external stakeholders 	<ul style="list-style-type: none"> • Ability to personally engage with PGY1 House Officers to create a safe learning and training environment • Evidence of sharing in our organisational values • Demonstrated commitment to maintaining and extending personal and professional knowledge and skills • Advanced facilitation skills so that all education and training initiatives are inclusive, relevant and effective.

	<i>Minimum</i>	<i>Preferred</i>
Personal Qualities	<ul style="list-style-type: none"> • Positive, energetic, approachable person able to inspire others and gain their respect, creating a safe learning and training environment • Team player – able to both lead and work effectively in teams • Adaptability - able to work effectively within a dynamic environment, comfortable with uncertainty and change • Strategic thinker with understanding of operational realities and implementation considerations • Action oriented and driven for results • Continual personal and professional development through reflective learning • Integrity and trustworthiness 	

Section 9: Application Process

1. Expression of interest (Year round)
 - To either current Prevocational Medical Education fellow and/or Deputy Chief Medical Officer (or delegate)
 - Review of Job Description document
2. Applications for position for upcoming training year opens (May)
3. Deadline for applications (First week of June)
4. Review of applicants by Panel
 - Panel is made up of current Prevocational Medical Education Fellow and Deputy Chief Medical Officer (or delegate)
 - May seek input from Intern Supervisors if needed
5. Decision made and applicants informed of decision (Last week of June)
6. Job contract formalised (August)