

Position Description

Prevocational Unit Supervisor

May 2020

Position title	Prevocational unit supervisor
Classification	As per award
Reports to	Unit Head with educational oversight from Monash Doctors Education
Department	Monash Doctors Education

About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

We improve the health of our communities through:

- Prevention and early intervention
- Community and home-based treatment and rehabilitation
- Specialised surgical; and medical diagnosis; treatment and monitoring services
- Hospital and community-based mental health services
- Comprehensive sub-acute and aged care and palliative care programs
- Research and teaching the next generation of healthcare professionals

More than 18,000 staff members work at over 40 care locations across southeastern Melbourne, including Monash Medical Centre, Monash Children's Hospital, Moorabbin Hospital, Dandenong Hospital, Casey Hospital, Kingston Centre, Cranbourne Centre, and an extensive network of rehabilitation, aged care, community health and mental health facilities.

Each year:

- We provide more than 4.1 million episodes of care to our community.
- Close to 265,000 people are admitted to our hospitals.
- More than 231,000 people receive care at our three emergency departments.
- We respond to more than 63,000 ambulance arrivals.
- We perform more than 46,000 surgical procedures.
- We deliver more than 10,000 babies.

As an equal opportunity employer, Monash Health is committed to a fair and non-discriminatory workplace that maximises the talent, potential and contribution of all employees. We are relentless in our pursuit of excellence and work to our six guiding principles.

Job summary (purpose/key result areas/scope)

The prevocational unit supervisor is responsible for overseeing prevocational trainees within their unit, with the aim of optimising supervision, learning, wellbeing and working environment in accordance with Postgraduate Medical Council of Victoria (PMCV) requirements, DHHS Training and Development Funding requirements and Monash Health supervision, performance and assessment policies. This role is expected to closely collaborate with Monash Doctors Education who have primary responsibility for overseeing prevocational training.

Purpose

- To optimise wellbeing, supervision, learning and work environment for prevocational medical staff within the unit
- Actively participate in pursuing excellence in medical education

Key result areas

- Ensure supervision, learning opportunities, work environment and support for JMS in the unit are in accordance with PMCV standards, DHHS Training and Development funding requirements and relevant PROMPT policies related to performance, supervision and assessment of prevocational doctors
- Design, provide /coordinate unit orientation and supervision meetings including quality evaluations and feedback for prevocational doctors
- Provide coaching to supervisors within the unit to optimise the teaching, supervision and wellbeing of prevocational doctors
- Have a strong understanding of prevocational doctors' curricula and expected performance standards across required domains
- Actively participate in MDE sessions for prevocational unit supervisors, including ongoing training and creating a community of practice for prevocational unit supervisors

Scope

Dimensions	Budget	Equivalent full time employees	Direct reports
	Nil		Nil

Key relationships	Internal	External
	<ul style="list-style-type: none"> • Unit Head • Deputy Program Director • Director, Monash Doctors Education (MDE) • MDE Education Manager and team • Director Medical Services • Monash Doctors Workforce • Ward Governance Team 	<ul style="list-style-type: none"> • Postgraduate Medical Council of Victoria (PMCV)

Responsibilities/accountabilities

Operational / clinical quality and safety

- The following responsibilities/ accountabilities deliver our National Standards. Refer to the Clinical Governance Framework for more information. Work with unit staff, MDE, DMS and MDW to optimise wellbeing, supervision, learning and work environment for prevocational medical staff within the unit
- Coordinate term orientation, including introduction to multidisciplinary colleagues, unit activities and meetings, equipment, IT systems and infrastructure, supported by unit handbook.
- Set clear expectations of work, training and conduct in the unit, including a role description and timetable.
- Ensure each prevocational doctor has quality supervisor meetings at the beginning, mid and end of each term, including completion of mid- and end-of-term assessments accompanied by specific and useful feedback.
- Ensure learning needs are identified and learning objectives for the term agreed on in the first meeting and progress monitored during the term.
- Monitor wellbeing and performance.
- Monitor prevocational doctors' working environment and safe hours
- Seek feedback from registrars, SMS and JMS and use it to enhance the term
- Ensure effective handover occurs regarding prevocational doctors (across performance, learning and wellbeing), if SMS / registrars rotate during prevocational doctors' term, to provide longitudinal supervision.
- Contact MDE / DMS early when concerns regarding prevocational doctors' performance or wellbeing arise
- Work closely with MDE to optimise individual education supports (remediation) when required, including clear documentation of assessments, meetings and plans.
- Oversee teaching and supervision
- Assist unit SMS and registrars to enhance their supervision and teaching skills

The following responsibilities/ accountabilities deliver our National Standards. Refer to the Clinical Governance Framework for more information.

- Carry out compliance and improvement against the key elements of quality and safety
Be responsible for quality of care at point of care

People

- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Complete all necessary personal training and professional development requirements.
- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Monitor the operations and continuous improvement of the Monash Health Occupational Health and Safety Management System within area of responsibility and provide a safe and positive workplace
Complete all necessary personal training and professional development requirements.

Person specification

Qualifications/ registrations/ licences (*italics indicate desirable*)

Senior Medical Staff with excellent clinical practice
Current APHRA registration

Training or formal qualifications in health professions education

Technical skills/ knowledge / experience

- A highly regarded clinician within the unit, *ideally with a substantial appointment*
- Models high quality educational practice including teaching and supervision
- A demonstrated commitment to pursuing excellence in medical education
- Excellent leadership, collaboration, communication and interpersonal skills
- Demonstrated ability to deliver on objectives

Capabilities (Refer to Monash Health’s capability framework)

- Builds relationships-cultivates partnerships that sustain a positive and productive working environment
- Works in partnership-effectively engages and collaborates with key partners to deliver win-win outcomes
- Facilitates open discussions-welcomes and participates in open exchange of idea and viewpoints
- Drives innovation and outstanding outcomes-suggests new approaches and uses performance data to drive outstanding outcomes
- Influencing others-gains support for ideas and projects by presenting the advantages clearly, invites input from others and builds on them
- Harness diversity-works to actively promote an inclusive environment
- Adaptability-responds to changing priorities whilst maintaining quality and effectiveness

Monash Health values

Integrity	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
Compassion	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
Accountability	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
Respect	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
Excellence	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

Our guiding principles

We consistently provide safe, high quality and timely care
We provide experiences that exceed expectations
We work with humility, respect, kindness and compassion in high performing teams
We integrate teaching, research and innovation to continuously learn and improve
We orientate care towards our community to optimise access, independence and wellbeing
We manage our resources wisely and sustainably to provide value for our community

Other position requirements

Some work flexibility in order to support prevocational JMS, which may require phone calls or meetings with JMS, other supervisors or MDE across the week and to enable attendance at MDE sessions for prevocational unit supervisors.

- As we support a culture of safety and quality through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working With Children Check as per Monash Health 'Child Safe Policy' and the Working With Children Act 2005
- Participate in annual performance development discussions with your manager and complete all mandatory and role specific competencies
- Successful applicants new to Monash Health will be required to enter into an Employment Agreement prior to commencement

Approved by	[insert approver's job title]
Department	[insert department]
Date	[insert date]