



**Swan Hill**  
District Health  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## GP Medical Educator

An exciting opportunity has become available in our Medical Services team for a suitably qualified Healthcare Professional. In this full time position as the GP Medical Educator, you will join our generalist and specialty clinical leads, to develop and evaluate programs for GP Training including the development of a comprehensive undergraduate program in liaison with our affiliated university. It is expected that the successful candidate will be eligible to hold a joint conjoint academic appointment with our partner University.

### About You:

- Fellowship of the Royal Australian College of General Practitioners and/or Fellowship of the Australian College of Rural and Remote Medicine
- Experience or interest in developing a career in clinical teaching of medical education and enhancing training capacity for both undergraduate and post graduate education in the region.
- Demonstrated high- level communication skills with experience in relating to a range of stakeholders
- Knowledge of contemporary clinical management and modern approaches in
- assessment and management of the broad range of acute and chronic medical conditions.
- Ability to participate equitably with a team of 7 VRGP's on the call roster.
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2023 Flu Vaccination, Serology evidence of immunisation status

### About us:

Work/life balance is what you get working at Swan Hill District Health. We are located on the mighty Murray River, around 3.5 hours from Melbourne. We employ approximately 630 staff and service a 100 km radius area with a catchment area of around 35,000 people. Schools in the region have demonstrated excellence in outcomes for Year 12 graduates. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. As well as lifestyle comes:

- A professional, committed workforce and welcoming community
- Ability to work within minutes from home. No more commuting
- A relaxed regional lifestyle with affordable housing, entertainment and education
- The opportunity to be a positive role model within your community

Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Free onsite car parking
- ◆Salary Sacrifice/Packaging
- ◆Discounted Corporate gym memberships
- ◆Professional Development opportunities
- ◆Employee Assistance Program

**Applications** can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to [employment@shdh.org.au](mailto:employment@shdh.org.au). Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

**Enquiries** about this role should be directed to Shrinkhla Singh, Medical Services Manager,  
E: [Sh.Singh@shdh.org.au](mailto:Sh.Singh@shdh.org.au)

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*

<b>Position:</b>	<b>GP Medical Educator</b>
<b>Department:</b>	<b>Medical Services</b>
<b>Reports to:</b>	<b>Director of Medical Services</b>
<b>Position Summary:</b>	<p>The GP Medical Educator will join our generalist and specialty clinical leads, to develop and evaluate programs for GP Training including the development of a comprehensive undergraduate program in liaison with our affiliated university. They will provide leadership in the provision of GP Training and work collaboratively to improve outcomes for trainees and students. The role involves coordination of delivery of education, liaison with university and colleges on curriculum, assessment and accreditation matters.</p>
<b>Responsibilities:</b>	<p>At the direction of the Director of Medical Services and in collaboration with the Director of Medical Training and Head of School and wider SHDH medical education teams, develop and facilitate the delivery of medical education and promote training opportunities for medical students, trainees including GP Registrars.</p> <p>This includes the delivery of specific SHDH and GP training activities such as External Clinical Teaching (ECT) visits, Half Day Releases and Workshops, and may include activities for prospective trainees, such as hospital information sessions.</p> <p>Assist the development, evaluation and curriculum design within the region with individual learning plans and provide advice about requirements for the university, ACRRM and RACGP Colleges, including education, training, curricula and assessment requirements.</p> <p>Assist GP Supervisors within the region with information about the GP Training program, RACGP and ACRRM requirements, expectations regarding registrar supervision and the SHDH placement processes. Participate in professional development of clinical teachers and supervisors.</p> <p>Undertake relevant program management duties including working with administrative staff on undergraduate medical student placements GP Registrar progress and feedback, Supervisor feedback, accreditation and registrar placements.</p> <p>Provide oversight of exam preparation and more complex registrar education and training issues including pastoral care, remediation, Training Assistance &amp; Monitoring (TAM) meetings and other exceptional circumstances.</p> <p>Support local Medical Educators in identifying registrars / students at risk or in difficulty and in developing individual training plans to meet the specific needs of these registrars.</p> <p><b>Clinical</b> Provide clinical management and treatment of patients under your care. Ensure detailed patient treatment plans are in place to support the timely management of patients</p> <p>Ensure a high standard of clinical record documentation is maintained. This includes the completion of the patient's clinical records (including medication</p>

	<p>charts / orders) to reflect clinical decisions and the keeping of appropriate databases up-to-date.</p> <p>Work with other medical staff and the multidisciplinary team to ensure provision of safe and quality care, continual improvement of services, promotion of teamwork and development of recommended hospital protocols.</p> <p>Provide a consultant service as required for patients of other senior medical staff.</p> <p>Support continuity of patient care through training and supervision of other medical staff in clinical handover and documentation activities, and exercising clinical judgement and delegated authority to admit or transfer patients to other facilities, or to discharge patients to ongoing care in the community.</p> <p>Responding to hospital 'Code Blue' and 'Medical Emergency Team' calls, and providing emergency resuscitative measures as a key member of the team.</p> <p>Liaise with patient's admitting medical officer and other visiting medical officers, and assess requirement for attendance by these other medical staff.</p> <p>Ability to participate on the acute on call roster equitably with other VRGP's</p> <p><b>Clinical Governance and Quality Improvement</b></p> <p>Participate in the facility clinical governance requirements for ongoing maintenance of professional competence and clinical performance.</p> <p>Participation in peer review, M&amp;M, and other personal development activities consistent with the relevant specialist medical college requirements to maintain professional standards</p> <p>Participate in activities to ensure facility/ service compliance with the National Safety and Quality Health Service Standards and maintain full accreditation status</p> <p><b>Other duties</b></p> <p>Attend, participate and support administrative meetings as required by the Department Head or Director of Medical Services</p> <p>Other duties as directed within scope of practice and clinical privileges granted.</p>
<b>Personal Skills and Qualities</b>	<p>We are seeking a GP Medical Educator who can demonstrate the following personal skills and qualities:</p> <ul style="list-style-type: none"> <li>• Good with people: Can quickly establish a natural rapport with a range of people.</li> <li>• Integrity: Is consistently honest, fair, and ethical in words and in conduct; takes responsibility for own actions.</li> <li>• Respect: Treats others fairly and objectively, ensuring freedom from discrimination, harassment and bullying, and using the views of others to improve outcomes on an ongoing basis.</li> <li>• Active listening skills: Is able to receive information and insights conveyed verbally; takes steps to confirm a shared understanding about the meaning of the information and insights provided.</li> <li>• Coaching and mentoring skills: Is able to help others improve their</li> </ul>

	<p>knowledge or skills by providing encouragement, feedback and insights into alternative ways of approaching particular situations.</p> <ul style="list-style-type: none"> <li>• Conflict resolution skills: Is able to work with people to overcome differences of opinion or communication difficulties.</li> <li>• Giving feedback: Is able to provide insights to others about the performance of an action or the outcome of a decision impacting them.</li> <li>• Influencing skills: Is able to affect the beliefs, behaviours or actions of other people.</li> </ul>
<b>Key Selection Criteria:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Fellowship of the Royal Australian College of General Practitioners and/or Fellowship of the Australian College of Rural and Remote Medicine</li> <li>• Experience or interest in developing a career in clinical teaching of medical education and enhancing training capacity for both undergraduate and post graduate education in the region.</li> <li>• Demonstrated high- level communication skills with experience in relating to a range of stakeholders</li> <li>• Knowledge of contemporary clinical management and modern approaches in assessment and management of the broad range of acute and chronic medical conditions.</li> <li>• Ability to participate equitably with a team of 7 VRGP's on the on call roster.</li> <li>• Current National Police Check</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</li> </ul> <p><b>Desirable</b></p> <p>Achievement in the development of regionally based medical education and training initiatives.</p> <p>Post graduate qualifications in Health Professional Education and Training, and/or a record of research, publications and/or conference presentations relevant to general practice.</p>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p>

	We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Annual Performance Appraisal
<b>Previous Revision dates:</b>	Jan 22
<b>Current:</b>	
<b>Managers Name:</b>	Dr Rex Prabhu, Director Medical Services
<b>Managers Signature:</b>	
<b>Employees Name:</b>	

<b>Employees Signature:</b>	
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<b>Position Applying for:</b>	
<b>How did you hear about this vacancy?</b>	<input type="checkbox"/> Current Employee <input type="checkbox"/> Word of mouth <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Seek <input type="checkbox"/> Search engine <input type="checkbox"/> Social Media <input type="checkbox"/> SHDH website <input type="checkbox"/> Other, please specify.....

<b>First name:</b>		<b>Last Name:</b>	
<b>Date of birth:</b>		<b>Country of birth:</b>	
<b>Postal Address:</b>			
<b>Contact</b>	<b><u>Phone</u></b>	<b><u>Email</u></b>	

Are you of Aboriginal/Torres Strait Islander Origin?    ☐ No    ☐ Aboriginal    ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category?    ☐ Yes    ☐ No

Are you an Australian Citizen or Permanent Resident:    ☐ Yes    ☐ No    Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?    ☐ Yes    ☐ No

**PLEASE ATTACH VISA DETAILS AND/OR STATUS INFORMATION WITH YOUR APPLICATION**

### Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** –    ☐ Full Time    ☐ Part time    ☐ Casual    ☐ Fixed Term

Alternatively, please state availability:

### Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment?    ☐ Yes    ☐ No  
If **Yes**, please provide details:



## Police Check & Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment. It is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Do you have a current Police Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

### Do you have a current Employee Working with Children Check?

☐ Yes (please provide) ☐ No, but I am willing to get one if my application is successful.

## Pre-existing Health & Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

### Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**Enquiries can be directed to:** Recruitment Services P: 03 5033 9499, E: [employment@shdh.org.au](mailto:employment@shdh.org.au)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Resume
- ☐ Qualification evidence or supporting documentation
- ☐ Visa Detail (if relevant)