



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



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **Medical Education Officer** **48 Hours per fortnight – fixed term contract**

A part time position is available for a Medical Education Officer to join our enthusiastic team of Health Professionals in the Medical Services department at Swan Hill District Health, on a fixed term basis, covering maternity leave. This role plays a key part in supporting junior medical staff education, training and accreditation requirements across the organisation.

### **The Opportunity**

Reporting to the Medical Workforce Manager, the Medical Education Officer works closely with the Director of Clinical Training and key stakeholders to coordinate, deliver, and evaluate education and orientation programs for junior medical officers. This role is critical in ensuring Swan Hill District Health meets Postgraduate Medical Council of Victoria (PMCV) and Australian Medical Council (AMC) accreditation standards. The position is well suited to an experienced Clinical Nurse Educator (or equivalent) with strong organisational, project management, and communication skills, and a passion for medical education and workforce development.

### **Key Responsibilities**

- Coordinate and support PMCV accreditation processes, including documentation, evidence collation, and site visit preparation
- Support education, supervision, and remediation frameworks for junior medical staff
- Assist with the development and delivery of intern and HMO orientation and education programs
- Assist with the development and delivery of Work Based Assessment (WBA) program
- Maintain training records, education resources, and digital learning systems
- Liaise with clinical leaders, supervisors, universities, and external agencies to ensure consistent education delivery
- Support wellbeing, feedback, and governance processes for junior doctors

### **You Bring**

- Current AHPRA registration as a Registered Nurse (or equivalent qualification)
- Minimum two years' experience in a Clinical Nurse Educator or similar role
- Demonstrated experience coordinating education programs or accreditation activities
- Strong organisational, project management, and communication skills
- Ability to work collaboratively across multidisciplinary teams

### **Mandatory requirements**

- Current National Police and Working with Children's Check, or willingness to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

**About Swan Hill:** Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

**About Swan Hill District Health:** 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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

**Attract Connect Stay;** our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

**To apply for this position please email your Cover letter responding to the Key Selection Criteria and up-to-date CV, to [employment@shdh.org.au](mailto:employment@shdh.org.au).**

**You will find the position description on our website – [Vacant positions](#)**

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Applications close: 9am Monday 29<sup>th</sup> June 2026**

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



<b>Position:</b>	<b>MEDICAL EDUCATION OFFICER</b>
<b>Classification:</b>	Nurse Educator/ Nurse Grade 4 or equivalent (depending on EBA classification)
<b>Department:</b>	Medical Services
<b>Reports to:</b>	Medical Workforce Manager
<b>Position Summary:</b>	<p>The Medical Education Officer (MEO) reports professionally to the Medical Workforce Manager. The MEO supports the Director of Clinical Training (DCT) and Supervisor of Intern Training in planning, co-ordinating, delivering and evaluating education, training and orientation for all junior medical staff.</p> <p>The position reports operationally to the Medical Workforce Manager and will collaborate with members of the workforce team in relation to the provision of the delivery of an education program for junior doctor training positions, ensuring supervision, support and remediation is provided to all junior doctors in line with the provision of the Australian Medical Council (AMC) Framework and Post Graduate Medical Council of Victoria (PMCV) Accreditation.</p> <p>This role is designed for an experienced Clinical Nurse Educator or Medical equivalent.</p> <p>(CNE) with more than two years' experience, who can apply strong project management, governance, and education expertise to ensure SHDH meets all accreditation requirements for junior medical officer (JMO) training, education and supervision.</p> <p>The officer will collaborate with the DCT in coordinating documentation, education resources, supervisor engagement and site visit readiness, while contributing to sustainable medical education quality systems at SHDH.</p>
<b>Responsibilities:</b>	<p><b>Accreditation Preparation</b></p> <ul style="list-style-type: none"> <li>• Coordinate the <b>development, collation, and submission</b> of all PMCV accreditation documents by required deadlines with the DCT.</li> <li>• Map SHDH policies, procedures, and clinical education frameworks against <b>PMCV Accreditation Standards</b>.</li> <li>• Maintain an <b>evidence portfolio</b> including EPA logbooks, supervisor training records, JMO policies, rosters, and education timetables.</li> </ul> <p><b>Education &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the DCT, and clinical supervisors to ensure <b>education and support systems align with NSQHS &amp; PMCV accreditation requirements</b>.</li> <li>• Support the implementation of <b>Entrust able Professional Activities (EPAs)</b> and digital logbook tracking.</li> <li>• Develop and maintain a <b>PMCV Accreditation Orientation Pack</b> for JMOs, supervisors, and accreditation assessors.</li> <li>• Assist Clinical Directors with maintaining oversight of staff mandatory education requirements.</li> <li>• Update and maintain staff training records on GOLD</li> <li>• Working collaboratively with key stakeholders to develop and implement intern and HMO orientation, education programs, skills sessions and workshops in accordance with the AMC National</li> <li>• Framework for Prevocational Medical Training (NFPMT).</li> <li>• Liaise with other health service teams including, Medical Educators, Clinical Learning and Development and People and Culture Advisory Services, to ensure consistency in processes and outcomes relating to the delivery of orientation and education for junior medical staff across the region.</li> <li>• Liaise with external organisations regarding the development of training programs eg PMCV and Universities.</li> <li>• Support the roll out of training programs for specialised groups including International Medical Graduates Under the direction of the EDMS contribute to the development of educational resources, including online learning modules and video conferencing, with the aim of continually improving programs, courses and workshops.</li> <li>• Support and encourage JMO education attendance for both protected teaching time and external educational opportunities.</li> <li>• Coordinate, monitor and report on the completion of mandatory training requirements for all doctors in accordance with policy, to meet hospital accreditation requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with the Emergency Medicine Education and Training outreach program to deliver high quality FACEM education support locally. This includes facilitation of simulators, tutorials and 1:1 support in ED.</li> <li>• Maintain and oversee the internal and external use of Clinical Learning Australia (CLA) for all JMO's. Provide education reports for departmental committee meetings to ensure organisational oversight and governance for medical staff.</li> <li>• Assist with the GCTC meetings – organisation of, agenda items and attendance. Ensure follow up of action items.</li> <li>• In collaboration with the EDMS and DCT, ensure accountability is placed on Clinical Directors and staff with portfolios to maintain education standards across the board.</li> <li>• Support the Assessment Review Panel (ARP) process for under performing trainees.</li> <li>• Ensure wellbeing, cultural safety, and feedback pathways are clearly documented.</li> </ul> <p><b>Communicatin &amp; Liaison</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison between <b>PMCV assessors, SHDH Executive, clinical teams and external organisations.</b></li> <li>• Coordinate <b>site visit logistics</b>, including staff briefings, interview schedules, and evidence display preparation.</li> <li>• Provide clear updates to staff and leadership on accreditation progress.</li> </ul> <p>Any other duties delegated by Medical workforce Manager or Executive Director of Medical Services.</p>
<p><b>Key Selection Criteria:</b></p>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Registered Nurse with current AHPRA registration.</li> <li>2. Minimum <b>2 years' experience</b> in a Clinical Nurse Educator or equivalent role.</li> <li>3. Demonstrated ability to coordinate education or accreditation projects.</li> <li>4. Strong <b>organisational and project management skills</b>, with the ability to meet strict deadlines.</li> <li>5. Excellent <b>written and verbal communication skills</b>, including report preparation and policy development.</li> <li>6. Ability to work collaboratively across multidisciplinary teams.</li> <li>7. Demonstrated knowledge of <b>governance, education, and quality assurance processes.</b></li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Previous involvement in <b>accreditation processes</b> (PMCV, ANMAC, ACHS, or similar).</li> <li>2. Familiarity with <b>Entrustable Professional Activities (EPAs)</b> and the <b>National Framework for Prevocational Medical Training (NFPMT).</b></li> <li>3. Post-graduate qualifications in education, leadership, or health management.</li> </ol> <p>Familiarity in the use and deployment of a Learning Management System (e.g.Kineo, GOLD)</p>
<p><b>Salary/Award:</b></p>	<p>Victorian Nurses EBA</p>
<p><b>First Nations:</b></p>	<p>Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.</p>
<p><b>Infection Control:</b></p>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<p><b>Continuous Quality Improvement:</b></p>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> </ul>

	<ul style="list-style-type: none"> <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> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<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 with 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>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<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 their safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	22.09.2025 29.05.2026
<b>Current:</b>	
<b>Managers Name:</b>	Samantha Hellsten
<b>Managers Signature:</b>	
<b>Employees Name:</b>	