

## POSITION DESCRIPTION

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<b>Position Title:</b>	Manager - Central North West Basic Physician Training Consortium
<b>Business Unit/Division:</b>	Department of Medicine/CNW BPT Consortium
<b>Award Agreement:</b>	Victorian Public Health Sector Health & Allied Services Managers and Administrative Workers Single Interest Enterprise Agreement 2021-2025
<b>Classification:</b>	HS5
<b>Employment Type:</b>	Full-time Fixed Term (12 months)
<b>Reports to:</b>	Consortium Management Committee/Network Directors of Physician Education
<b>Date Prepared/Updated:</b>	July 2025

**General Role Statement:**

This position spans five separate Victorian Health Services (Austin Health; Bendigo Health; Echuca Healthcare Group; Grampians Health Horsham; and Northern Health), while under the aegis of Northern Health.

The position provides high-level management support to the Consortium Directors of Physician Education and to the Consortium Management Committee and is directly responsible for arranging the BPT examination preparation program and RACP Divisional Clinical examinations, and providing oversight of RACP accreditation at all Central North West Consortium sites

## ORGANISATIONAL OVERVIEW

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### Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

**Our Vision:**

Creating a healthier future by working together, innovating and delivering great care.

**Our Values:**

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

**Safety, Quality and Clinical Governance at Northern Health**

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

**Commitment to Child Safety at Northern Health**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

## ROLE STATEMENT

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The position provides high-level support to the Central North West Consortium Directors of Physician Education and to the Consortium Management Committee and is directly responsible for arranging RACP Divisional Clinical examinations and the BPT examination preparation program.

The incumbent will have day-to-day contact with an extensive variety of staff, particularly Training Program Directors, Chief Medical Registrars, Basic Physician Trainees and BPT Education Officers. The consortium manager will spend time each week at both the Northern and Austin hospitals. There may be opportunity for some work-offsite/from home on negotiation. Some travel to Bendigo, Echuca and Horsham will also be required for examination preparation, accreditation meetings, and site visits.

The incumbent is expected to have a high degree of proficiency in understanding RACP Basic Training requirements, with experience in JMO rostering and recruitment, ideally supported by a degree in a health-related discipline. Management of educational events and competing service demands require considerable coordination skills and persuasive abilities to be able to negotiate with specialty unit heads, trainees, and other internal and external stakeholders.

This position is responsible for:

### **Management of Consortium Administrative tasks**

- Arranging and actively participating in Consortium and site-specific physician education meetings
- Manage and direct consortium correspondence and maintain accurate consortium files and records.
- Report to the Consortium Management Committee and DHHS on the achievements of the Consortium against the deliverables in the Consortium guidelines and funding agreements.
- Attend Consortium sites as required for site visits, meetings, and consultations with trainees.
- Development of documentation and governance processes for new accreditation and program requirements.
- Conduct regular audits of operational and financial procedures, and develop new safeguards and quality improvement initiatives as required

### **Management of Consortium funds**

- Planning and setting Consortium operating budget and resource requirements in collaboration with Network Directors
- Effective management of budget within financial constraints, including regular reviews of budget expenditure.
- Creation and maintenance of accurate budget records and invoicing to external organisations
- Negotiate additional support with constituent health services and the Department of Human Services as necessary.
- Negotiate sponsorship and pricing with external training providers and medical indemnity organisations to run education and wellbeing events for trainees.

### **Management of Training Program**

- Ensure BPT education program is consistent with RACP curriculum requirements, in consultation with TPD and Network directors.
- Work with TPDs and other stakeholders to operationalize changes to the RACP training requirements and curriculum including assessment and accreditation updates.
- Act as a first line contact for Basic Physician Trainees and Liaise with Royal Australasian College of Physicians on behalf of Basic Physician Trainees and Training Program Directors
- Review, plan and operationalize the education program and implement continuous quality improvements alongside the Network Directors and Training Program Directors

- Creation and management of education program calendar including arranging venues and communications
- Coordinate updates to educational resources and consortium website
- Liaise with TPD's, MWU's and BPT Education Officers to ensure individual training requirements are met, including review of annual rosters, assessments, and RACP Training Portals as required
- Communicate scheduled teaching, forums, workshops, courses and examination events.
- Coordinate allocation of RACP Educational Supervisors, exam mentors and study groups to individual Basic Physician Trainees
- Review RACP examination and assessment changes and coordinate bulk communication updates for trainees, examiners, assessors and other stakeholders.
- Creation, analysis, and presentation of trainee feedback surveys, mock examination results, and other survey data

### **Written and Clinical Exam Preparation**

- Management of exam preparation program for clinical and written exams, including, but not limited to:
  - Oversight, planning, development and delivery of all examination processes, preparation activities and events.
  - Coordination of examination preparation teaching program
  - Management of briefcase hire and maintenance and development of exam materials
  - Creation and update of examination procedures and process manuals
  - Ordering office and examination equipment
  - Oversight and coordination of tutorial booking system
  - Coordination of updates to written mock examination, distribution of mock written exam results and analysis of results
  - Communication with RACP regarding examinations run by all Consortium sites
  - Manage and attend Clinical Exam planning meetings at Austin, Northern and Bendigo Health

### **Accreditation**

- Become a Subject Matter Expert on RACP BPT Accreditation requirements, and manage oversight of the RACP accreditation process
- Support ongoing RACP accreditation of each site
  - Provide point of knowledge, advice, and recommendations of RACP BPT Accreditation requirements for TPDs, MWU and Health Service Executives
  - Provide oversight and manage completion of RACP accreditation paperwork and collation of documentation
  - Coordination of site accreditation visits
- Development of new documentation and continuous process improvement to meet accreditation standards

### **All employees:**

#### **Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.

- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### Leadership

- Takes on a leadership role in the consortium team to ensure a coordinated collaborative program across all sites
- Provides leadership and support to the chief medical registrars, and trainees in the BPT program
- Collaborates and negotiates with other medical education program leads, specialty unit heads and Clinical Education units at consortium sites to promote high quality of teaching and training across the consortium sites and ensure health services are meeting RACP accreditation requirements

### Strategic and Project Management Leadership

- Responsible for oversight of the BPT training program, the RACP Divisional Clinical Examination, and RACP Accreditation at all Consortium sites
- Works with the Program Directors to ensure continuous improvement to maintain a high-quality training program that meets RACP accreditation standards and learning outcomes
- Ensures that changes in the RACP curriculum and standards required for accreditation of training are up to date and integrated into consortium training program

### Organisation-Wide Contribution

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

### Diversity and Inclusion

- To recognise and appreciate individual differences and actively promotes respect and inclusion within the workplace.
- Be culturally sensitive when working within a diversified community.

### Innovation and Culture Change

- Ensures that the Consortium training program aligned to the cultural values of the organisation Safe, Kind and Together and supports the wellbeing of trainees as well as the commitment to the delivery of high quality care
- Continues to look for innovative ways to adapt and deliver the program to better meet the changing needs of trainees and the consortium partners

## SELECTION CRITERIA

### Essential

#### Qualifications, Registrations and Qualities

- Self-motivated and resourceful with demonstrated problem solving approach
- Ability to handle confidential matters with discretion
- Ability to manage competing deadlines
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

### Experience

- Experience in a public hospital environment, preferably in an administrative or education position

### Knowledge, Skills and Behaviours

- Knowledge of Junior Medical Workforce recruitment, rostering and training requirements
- Excellent organisational skills and ability to meet tight timelines whilst maintaining a high level of attention to detail
- Well-developed interpersonal and communication skills
- Intermediate-Advanced computer skills in software applications, including Microsoft Windows, Word, Excel, Power Point, Teams, Outlook and Adobe Acrobat
- Basic knowledge of Website maintenance

### Desirable

- Degree in health-related discipline (eg. Biology, Health Science, Psychology, Exercise Science, Public Health, etc) or significant experience in a health-related discipline.
- Experience working within the Central North West Consortium

#### Employee Declaration

I  have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: