

Austin Health

Position Description



Position Title: Medical Education Coordinator

Classification:	HS2
Business Unit/ Department:	Medical Education Unit (MEU)
Work location:	Austin Health
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Part-Time
Hours per week:	0.5 EFT
Reports to:	Lead Medical Education Officer (Lead MEO), Medical Education Unit (MEU)
Direct Reports:	nil
Financial management:	Budget: nil
Date:	March 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About Medical Education Unit (MEU)

Austin Health is recognized as one of the leading centres of excellence in Australia for hospital-based research and education.

The Medical Education Unit is part of the Austin Doctors portfolio, and provides resources to support the education, training and supervision of junior /prevocational medical staff at all levels. The Medical Education Unit (MEU) reports to the Medical Director of the Medical Workforce Unit (MWU) | Deputy Chief Medical Officer (DCMO). The MEU works collaboratively with the Medical Workforce Unit (MWU), and has key contacts in the CMO Directorate, the Austin Doctors Education, Training & Workforce Collaborative, the Clinical Education Unit (CEU), supervisors of specialist training programs, and more broadly across Austin Health to deliver medical education that meets professional, regulatory and organisational requirements.

Purpose and Accountabilities

The Medical Education Coordinator (MEC) reports to the Lead Medical Education Officer (Lead MEO) of Medical Education Unit, and supports the Lead MEO, the Medical Education Officer (MEO) and other Medical Education Unit staff with administrative tasks including scheduling, management of meeting papers and management of surveys and reports for the various Medical Education Unit functions and committees. The MEC will also work collaboratively with the Medical Workforce Unit (MWU) staff in supporting coordinated activities for Austin Doctors.

The Medical Education Coordinator (MEC) role will be able to complete some of the less specialized tasks that overlap with the Medical Education Officer role, at the discretion of the Lead MEO.

Role Specific:

- Support the administrative work of the MEU, as directed by the Lead Medical

Education Officer (Lead MEO).

- Maintain up to date distribution lists (DLs) as required by the Lead MEO, including those for junior medical staff, term supervisors and others as required
- Be responsible for sending communications to health service staff as required, and responsible for maintaining and updating templates for the regular communications as required by the DCT Director of Clinical Training (DCT) / Lead MEO and other training supervisors
- Responsible for drafting and sending of surveys under direction of the DCT and Lead MEO
- Maintain data bases as required by the DCT and Lead MEO, and collation of reports, including notifying the Manager MEU of response rates and requirement for sending reminder notifications
- Collation of documentation for Entrustable professional Activities (EPAs)
- Management of meeting papers is directed, including taking and providing minutes
- Scheduling of meetings, management of room bookings, and coordination of resources, and scheduling of education and orientation as directed by MEU leadership
- Assist the MEO with maintenance of the MEU calendar
- Liaise with other staff in MEU and MWU as required for coordination of communications and feedback.
- Other duties as directed by the Lead MEO and DCT and complete administrative work to support the other training supervisors within the MEU.
- Support for the program for IMG Observership with scheduling and coordination
- Tracking organizational compliance of the prevocational medical cohort for all mandatory training (including but not limited to BLS / ALS, Blood safe).

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory

training and continuing professional development requirements.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values, and being a team-player
- Exceptional skills using the Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint. MS Teams
- Ability to liaise and work in a calm, clear and concise manner with medical staff and respond to related enquiries in a timely manner
- Exceptional sense of customer service
- Commitment to maintaining confidentiality about sensitive information
- Highly organized and flexible work ethic, with high attention to detail
- Resilience to work in highly demanding and busy environment during peak periods
- Demonstrate sensitivity to the needs of individuals and groups, respecting their values, customs and spiritual beliefs, and a commitment to staff wellbeing
- Excellent written, verbal and interpersonal communication skills with the ability to communicate effectively across a broad range of internal and external clients
- Proven ability to provide authoritative advice to peers and senior staff
- Demonstrated ability to use initiative, discretion and judgement

Desirable but not essential:

- Previous experience in an administrative role

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	