

Director of Clinical Training (0.5FTE)

Position Description

Date: Feb 2020

Job Title : Director of Clinical Training (DCT)
Department : Office of the DCT
Location : Waitematā District Health Board – acute and community services
Reporting To : CMO
Direct Reports : N/A

Functional Relationships with : Internal
 Waitematā DHB Senior Management Team
 Executive Education Governance Committee
 Direct oversight - Prevocational Educational Supervisors
 Direct working - Clinical Directors and Clinical Supervisors
 Direct working - Medical Education and Training Unit (METU) Team
External
 Northern Regional Alliance (NRA)
 Medical Council of New Zealand (MCNZ)
 University of Auckland
 Union representatives
 DCTs at other DHBs

Our Purpose, Values and Standards

At the heart of Waitematā DHB is our promise of 'best care for everyone'. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

everyone matters

Every single person matters, whether patients, clients, family members or staff members.

- **Welcoming** and friendly
- **Respect** and value each individual
- Take time to **listen** and understand
- **Speak up** for others

with compassion

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do every-thing we can to relieve suffering and promote wellness.

- **Compassionate** for your suffering
- Attentive, **helpful** and kind
- Protect your **dignity**
- **Reassuringly** professional

connected

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients / clients and their families.

- **Communicate** and keep people informed
- **Explain** so people understand
- **Teamwork** with patients, whānau, and colleagues
- Give and receive **feedback**

better, best, brilliant

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

- **Positive** we can make a difference
- **Improve** our service and ourselves
- Clean and **safe** practice
- Timely, **efficient** and organised

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Purpose of the role

Director of Clinical Training role will focus on training, supervision, welfare, advocacy and support of prevocational doctors optimising their hands on training experience. S/he will ensure that MCNZ standards are met and ensure the strategic priorities of Waitematā DHB are supported. S/he is responsible for performance against the medical training requirements stated in the contract between Waitematā DHB and HWNZ. This role connect externally with aligned organizations who are involved in the medical workforce development and will actively contribute to relevant national and regional committees related to prevocational medical education.

Prevocational Doctors

Prevocational medical training spans the two years following graduation from medical school including both postgraduate year 1 (PGY1), postgraduate year 2 (PGY2) and applies to all graduates of New Zealand and Australian accredited medical schools, and doctors who have sat and passed NZREX.

KEY TASKS	EXPECTED OUTCOMES
<p>Clinical Training leadership and quality assurance</p>	<p>Carries the oversight of clinical training of prevocational doctors to meet MCNZ requirements and align with Waitematā DHB's priorities and values.</p> <p>Together with the METU Manager reports to the CMO on the progress of prevocational medical training, including producing monthly written reports.</p> <p>In collaboration with the METU Manager prepares documentation for and hosts MCNZ accreditation visits.</p> <p>Works with Clinical Directors and Operational Managers to ensure the quality of attachments in hospital and community based attachments.</p> <p>Champions continuous quality improvement in intern training and works closely with the METU Manager to develop and deliver high-quality medical education and training.</p> <p>Regularly connects with clinical leaders in both hospital and community based attachments to ensure the wellbeing of interns and to attend to individual performance concerns.</p> <p>In line with Waitematā DHB policy, liaises with Director of Human Resources and MCNZ to ensure the remediation of prevocational doctor employment issues.</p> <p>Oversees and supports career development and capability building strategies. Grows leadership skills in prevocational doctors.</p> <p>Connects with medical school representatives to support final year medical students as they transition to house officer roles.</p> <p>Promotes Waitematā DHB as an employer of choice.</p>

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<p>Oversight of Prevocational Educational Supervisors (PES)</p>	<p>Leads and chairs the PES team and meetings to support and enable the achievement of the DHB priorities and to meet MCNZ standards.</p> <p>Oversees allocation of interns to supervisors and ensures that all educational supervisor responsibilities are covered during times of leave.</p> <p>Oversees Advisory Panel process to ensure that PES sign off training records and MCNZ registration requirements are met.</p> <p>Promotes NRA and MCNZ data and targets to the PES team to inform quality improvement strategies.</p> <p>Supports and mentors Prevocational Educational and Clinical Supervisors.</p> <p>Trains new supervisors in the use of ePort.</p>
<p>Strategic relationship management</p>	<p>Actively builds and maintains relationships external organisations involved in medical workforce and prevocational training.</p> <p>Keeps abreast of HWFNZ data for labour market needs and promotes Waitematā DHB as an employer of choice.</p> <p>Actively contributes to the work of the Northern Regional Alliance (NRA) by attending and contributing to the work of the:</p> <ul style="list-style-type: none"> • OMG – Operational Management Group • PVTTC - Pre-vocational Training Committee • DiD - Doctors in Difficulty Committee • NHOT – Northern House Officer Training Committee • NRA selection and allocation processes • RMO Unit / METU meeting <p>Actively contributes to the work of the Waitematā DHB Executive Education Governance Committee, specifically around quality assurance for prevocational training.</p> <p>Contributes to policy and guideline development for medical training and welfare of prevocational doctors.</p> <p>Promotes interprofessional learning and the sharing of best practice.</p>
<p>Advocacy, mentoring and welfare</p>	<p>Advocates at the executive level for the needs of prevocational doctors, including adequate resourcing to meet MCNZ requirements.</p> <p>Provides counselling and pastoral care to interns. Supports and monitors their progress by ensuring they have timely run meetings.</p>

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	<p>Ensures that all prevocational doctors have named educational and clinical supervisors who MCNZ fulfil requirements regarding supervision, training and welfare.</p> <p>Mentors and provides 'on call' support to prevocational doctors.</p> <p>Ensures early recognition of poor intern performance is addressed appropriately according to NRA and DHB guidelines.</p>
Teaching	<p>Ensures that individual clinical attachment goals for prevocational doctors are agreed in discussion with their educational supervisor and clinical supervisor at the start of each clinical attachment, and reviewed during and at the conclusion of the attachment.</p> <p>Provides teaching sessions for prevocational doctors programmes from own area of specialty.</p> <p>Supports development of SMO teaching skills to ensure high-quality training is provided.</p>
Statutory & Treaty of Waitangi obligations	<p>Ensures the professional and political integrity of Waitematā DHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the Treaty alive.</p> <p>Shows sensitivity to cultural complexity in the workforce and patient population</p>
To recognise individual responsibility for workplace Health & Safety under the Health and Safety at Work Act 2015	<p>All Employees</p> <p>Following & complying with H&S policies & processes & applying them to their own work activities, including using/wearing Personal Protective Equipment as required.</p> <p>Participating in activities directed at preventing harm & promoting well-being in the workplace.</p> <p>Identifying, reporting & self-managing hazards where appropriate Early and accurate reporting of incidents at work and raising issues of concern when identified.</p>

PERSON SPECIFICATION

	Minimum	Preferred
Qualification	MBChB (or equivalent) Registration with MCNZ	Diploma (or other higher qualification) in teaching and/or Medical Education (or equivalent) Fellowship with a professional College
Experience	Significant clinical experience & experience in medical education/teaching & significant familiarity with the health service	A practicing clinician
Values-based behavior	Models and champions the Waitemata DHB values Act as a role model to promote professional responsibility and ethics among prevocational trainees and medical colleagues Committed to medical education and training and quality improvement, research and evidence-based practice Committed to working in a connected way/as part of a team	Actively engages in own CME
Skills and knowledge	A capable advocate for junior doctors Skilled in conflict resolution strategies Flexible, adaptable and innovative in the achievement of objectives A skilled facilitator of learning in the context of post-graduate medical training Has excellent interpersonal, oral and written communication skills, as well as an ability to manage self and others	Mentoring & coaching competence