

POSITION DESCRIPTION:

DIRECTOR OF PREVOCATIONAL EDUCATION AND TRAINING (DPET)

KEY RELATIONSHIPS

- Liaise regularly with Prevocational Trainees and Term Supervisors
- Liaise with the General Manager, Attending Medical Officers, and administrative staff as required.

KEY ACCOUNTABILITIES

The role of the DPET is to ensure a high quality, sustainable prevocational training program in the facility. The program must meet the Australian Medical Council's National Standards for prevocational training.

The DPET is responsible for the planning, delivery and evaluation of the prevocational training program at the facility by delivering the following outcomes:

- Develop, coordinate and promote a structured, high quality prevocational training program with hospital executive and the General Clinical Training Committee (GCTC) in the facility.
- Support a formal orientation program which is designed and evaluated to ensure the intern is ready to commence safe, supervised practice.
- Ensure and support constructive prevocational training program review, assessment and feedback processes to inform program improvement and innovation.
- Oversee the policies, procedures and allocation of resources that contribute to the prevocational training program.
- Liaise and attend meetings with relevant groups and individuals to promote and enhance the training and education of prevocational trainees, including:
 - Term Supervisors
 - Network Committee for Prevocational Training (NCPT)
 - GCTC
 - Directors of Medical Services
 - Visiting Medical Officers
 - JMO Managers and administrative staff
 - Hospital executive
 - Other DPETs within the Network
 - HETI

NAME OF HOSPITAL

To be completed by employing hospital

RESPONSIBLE TO

Hospital executive through the General Clinical Training Committee (GCTC)

MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

ROLE OF DPET IN ACHIEVING THE MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

- Advocate for the professional development of prevocational trainees.
- Ensure that adequate supervision and support is provided for prevocational trainees.
- Assist in the provision of fair and transparent term allocations and workload.
- Supervise the personal and professional welfare of prevocational trainees, particularly those experiencing difficulties.

SELECTION CRITERIA – SKILLS, KNOWLEDGE AND EXPERIENCE

1. Medical graduate with clinical postgraduate qualifications.
2. A clinical appointment to practice at the hospital.
3. Qualifications, appointment and experience at a level sufficient for communicating on authoritative terms with senior consultants acting as Term Supervisors.
4. A genuine interest and/or relevant experience in postgraduate medical education, a willingness to develop expertise in this area and a demonstrated understanding of the importance of the continuum of medical education as a lifelong professional commitment.
5. A commitment to and confidence in improving the quality of education and training offered by the hospital.
6. An understanding of the principles of adult education and professional development.
7. A commitment to the mission of HETI and the ability to present and explain HETI's goals.
8. A Term Supervisor may be appointed to the role of DPET only in exceptional circumstances. The facility must ensure policies and procedures are in place to avoid a potential conflict of interest.

APPOINTMENT PROCESS

1. The hospital will send correspondence to the Chair of the Prevocational Training Council (PvTC) informing them when the DPET position will be advertised and when interviews will be conducted. A member of the hospital's GCTC should be involved in the selection process.
2. The hospital will conduct interviews and select the preferred candidate for the DPET role.
3. The Director of Medical Services (DMS) or equivalent will send formal correspondence to the Program Coordinator or Program Support Officer (Allocation) recommending the preferred candidate to the DPET role for submission to the PvTC for approval. The correspondence must include:
 - a. An outline of why the preferred candidate has been recommended for the DPET position.
 - b. The Full Time Equivalent (FTE) hours the DPET will be allocated to perform the role and the FTE hours spent in the clinical role at the hospital.
 - c. A copy of the preferred candidates current curriculum vitae which clearly addresses the selection criteria outlined in the position description.
4. The PvTC will review the DPET application at the scheduled meeting. The PvTC will approve the application for the preferred candidate to be appointed as the DPET at the hospital.