

# POSITION DESCRIPTION

Director of Emergency Medicine Training & Deputy Director Emergency Medicine

*Supporting Everyone to be healthy and live well*

## PURPOSE OF THE ROLE

Supporting everyone to be healthy & live well

Position Details	
Position Title:	Director of Emergency Medicine Training (DEMT) and/or Co-Deputy Director of Emergency Medicine
Department	Emergency
Reports to:	Clinical Director of Emergency Medicine
Positions Reporting to this role:	Responsible for supervision of Doctors in Training (DiTs) on rostered shifts
FTE:	Negotiable, up to full-time
Budget:	N/A
Enterprise Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Position Classification:	Dependent on qualifications and experience
Position Description last reviewed:	February 2026

Selection Criteria
<b>Essential:</b>
<ul style="list-style-type: none"><li>• Specialist registration as an Emergency Physician with the Medical Board of Australia (MBA)</li><li>• Approaching three (3) years post attaining Fellowship of the Australasian College for Emergency Medicine</li><li>• Demonstrated interest and commitment to the supervision, education and training of DiTs, including Australasian College for Emergency Medicine (ACEM) trainees, prevocational trainees and International Medical Graduates (IMGs)</li><li>• Has completed or will complete ACEM cultural competency modules and any other requirements of ACEM for appointment as a DEMT</li><li>• Interpersonal skills that promote effective teamwork and patient safety</li><li>• Behavioural qualities that reflect ERH Guiding Principles</li><li>• Satisfactory evidence of National police check, Working with Children Check, vaccination status, and other requirements in line with ERH policy and procedure</li></ul>
<b>Desirable:</b>
<ul style="list-style-type: none"><li>• Training in emergency medicine ultrasound</li></ul>

Key Accountabilities
<b>DEMT</b>
<ul style="list-style-type: none"><li>• To be the principle contact point for ACEM trainees at ERH, ensuring that an appropriate training program is maintained according to ACEM accreditation</li></ul>

### Director of Emergency Medicine Training & Deputy Director Emergency Medicine

requirements

- Promote and deliver excellence in emergency medicine training to Australasian College for Emergency Medicine (ACEM) trainees, prevocational trainees and other health professionals and students (including University of Melbourne medical students) working or on placement in the Emergency Department
- Support the Clinical Director of Emergency Medicine to maintain ACEM accreditation
- Provide regular feedback, guidance and support to trainees, and provide trainees with information regarding training programs and ACEM examination regulations
- Participate in interview panels for new trainees
- Support trainees to develop in all domains of the ACEM Curriculum Framework
- Attend ACEM DMT workshops as scheduled
- Regularly liaise with relevant counterpart/s at trainees' parent health services (for trainees on rotation)
- Work collaboratively with the Co-Directors of Clinical Training to maintain prevocational (postgraduate years 1 and 2) accreditation by the Postgraduate Medical Council of Victoria (PMCV)
- Support the professional development of medical officers with different levels of emergency medicine experience, e.g. ACEM trainees, Rural Generalists (RGs), interns, IMGs
- Participate in the orientation of new staff
- Participate in the delivery of education and training to ERH staff
- Provide ongoing constructive feedback to prevocational DiTs and participate in the completion of mid and end-of-term assessments

#### **Deputy Director**

- Act for the Clinical Director of Emergency Medicine during leave or as otherwise operationally required
- Maintain the senior roster for the Emergency Department, in collaboration with the Clinical Director of Emergency Medicine, and work collaboratively with the Medical Workforce Unit team to ensure appropriateness and continuity of supervised DiT cover
- Assess and provide structured feedback on overall performance during training placements at ERH through In-training Assessments (ITAs)
- When rostered clinically, assess and treat all categories of patients presenting to the Emergency Department (ED) along best practice guidelines, including stabilisation of the acutely ill patient
- Attend and lead hospital wide Medical Emergency Team (MET) and Code Blue responses
- Encourage effective and efficient management of resources, including the appropriate use of medical imaging and pathology services
- Comply with professional standards of practice with concise, comprehensive and legible documentation and clinical handover
- Ensure when rostered that all medical imaging and pathology reports are reviewed and followed up appropriately
- Provide clear and positive leadership to staff 'on the floor'

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- Participate in on call roster
- Attend Emergency Department Leadership meetings
- Lead/participate in the development of relevant policies, procedures, guidelines and standards
- Actively participate in Emergency Medicine Morbidity and Mortality meetings
- Represent the ERH at relevant internal and external meetings as delegated
- Other duties as directed by the Clinical Director of Emergency Medicine from time to time

#### Organisational Responsibilities

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements

Carry out all work and interactions in alignment with the CARE values





Report all incidents and near misses as soon as possible after the event

Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

#### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

#### Key Relationships

Internal	External
Chief Medical Officer	Austin Pathology
Clinical Director of Emergency Medicine	I-MED

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Emergency Department NUM	Ambulance Victoria (AV), including Victorian Stroke Telemedicine Service (ARV)
Emergency Department and other multidisciplinary health service teams	General Practitioners (GPs)
	Trauma Services, PIPER and other referral hospitals

## Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

✓ **PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL**

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
<b>Accountability</b> 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
<b>Respect</b> 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences			✓	
<b>Excellence</b> 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

## TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in

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accordance with this position description.

Signed: \_\_\_\_\_

Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File