



PURPOSE: *Supporting everyone to be healthy & live well.*

POSITION: **Regional Rural Generalist Coordinator, Loddon Mallee**

RESPONSIBLE TO: **Director of Education, Training and Research**

DEPARTMENT: **Medical Services**

CLASSIFICATION: **Dependent on qualifications and experience**

POSITION STATEMENT:

The Loddon Mallee Regional Rural Generalist Coordinator is one of five Regional Rural Generalist Coordinators for the Victorian Rural Generalist Training Program (VRGP). This position will play a crucial role in the management of the program and provide support to trainees in the VRGP in the Loddon Mallee region and in establishing links between all stakeholders involved in the training and education of rural generalists.

The Regional Rural Generalist Coordinator must be willing and available to travel extensively throughout the Loddon Mallee region and State to support trainees, supervisors and mentors. Face-to-face contact, either in person or 'virtual' is an integral part of the education support function. In addition, the Regional Rural Generalist Coordinator will be responsible for the provision of Secretariat support for the Regional Network and the Echuca Regional Health Rural Generalist Operational Committee, and the delivery of marketing, engagement and education activities. A Statewide Rural Generalist Coordinator will provide guidance and support to the Regional Rural Generalist Coordinator.

Victorian Rural Generalist Program

The Victorian Government is responsible for ensuring that a wide range of health care services are delivered to the Victorian community. The Department of Health and Human Services (DHHS) offers a range of programs to support the education and training of rural medical practitioners with the aim of encouraging rural recruitment and retention to meet rural community need. In 2019, the DHHS developed a Strengthening Rural Generalist Training plan that built on existing DHHS funded rural medical workforce programs and investment in rural medical workforce training to develop a statewide Victorian Rural Generalist Program (VRGP).

Rural Generalists are a key workforce in rural and regional Victoria. Rural Generalists are GPs with advanced skills in areas such as obstetrics, anaesthetics, emergency medicine, paediatrics, Aboriginal Health or mental health, who work in both the community based and hospital setting. The long-term objective of the VRGP is to increase the available number of Rural Generalists employed in rural health services.

Coordinating health services in each of the five regions (Barwon South West, Grampians, Loddon Mallee, Hume and Gippsland) will employ dedicated staff (hosted at a health service within the region) to coordinate the rural generalist training program and provide a case coordination function to trainees to assist them in navigating their training and developing relationships with health services linked to employment opportunities.

The DHHS will establish a Statewide Reference Committee to monitor and oversee the statewide activities of the VRGP and Regional Networks in developing Rural Generalist training pathways and managing local training development. These functions will be supported by the coordination unit roles.

KEY WORKING RELATIONSHIPS:

Internal:

- Doctors in Training
- Executive Director Medical Services
- Director of Education, Training and Research
- Director of Clinical Training
- Medical Education Officer
- Senior Medical Staff
- Manager Medical Workforce Unit

External:

Department of Health and Human Services (DHHS), Rural and Regional Health Partnerships, all VRGP regions, Statewide Clinical Lead, Speciality Clinical Leads Statewide Rural Generalist Coordinator, Statewide Rural Generalist Administrator, Health Service executives and clinical staff, Universities, Postgraduate Medical Council of Victoria (PMCV), local Primary Health Network, Regional Training Organisations, Postgraduate Medical Council of Victoria (PMCV), Royal Australian College of General Practitioners (RACGP), Australian College of Rural and Remote Medicine (ACRRM) and other specialist medical colleges.

POSITION SPECIFIC RESPONSIBILITIES:

- Work from Echuca Regional Health a minimum of two days per week.
- In collaboration with key stakeholders, establish systems and processes to support the establishment of a well-coordinated and cohesive Rural Generalist training program in the Loddon Mallee that aligns with the underlying principles and minimum standards outlined in the VRGP Program Management Framework.
- Provide leadership within the Loddon Mallee and collaborate with VRGP Clinical Leads, training sites, specialist colleges and the Commonwealth's Regional Training Organisations to attract prevocational doctors into the VRGP and expand a Rural Generalist training pathway to meet the needs of the rural communities in the region.
- Establish and provide secretariat services to the Loddon Mallee Regional Network and Echuca Regional Health Rural Generalist Operational Committee ensuring alignment with the Terms of Reference detailed in the VRGP Program Management Framework.
- Establish systems and processes to collect data and information that will contribute to measuring the outputs and Key Performance Indicators (KPIs) associated with the VRGP establishment phase, as outlined in the VRGP Program Management Framework Collate data, monitor and report on the KPIs of the VRGP to the Regional Network, providing quarterly reports to the Statewide Reference Committee using the departments reporting template.
- In collaboration with stakeholders facilitate coordinated training rotations for trainees by liaising, negotiating and establishing Memorandums of Understanding with current and new training providers in hospital and primary care settings. This includes managing trainee, education provider and employer concerns as they arise.
- Support health service development and management of trainee multi-year training agreements, including detail on required training rotations across the five-year training program.
- Support high quality training experience by regular structured check-ins with trainees.
- Provide training and career guidance that is considerate of the individual's clinical interests and aligned with employment opportunities in the region/state.
- Work collaboratively with VRGP Clinical Leads and relevant stakeholders on the

development of training positions aligned with health service and community need and facilitate viable practice models and employment options to support the recruitment, training and retention of rural generalists in the region.

- Work collaboratively with stakeholders to facilitate uptake of mentoring programs which are aligned with the professional, personal and social interests of trainees to minimise attrition from the program and support transition to rural employment.
- Build relationships with general practices and health services in the region to support VRGP training and develop marketing activities to attract trainees and promote program expansion in the region.
- Collaborate with other stakeholders involved in medical training, including the Universities, Postgraduate Medical Council of Victoria, Regional Training Organisations, Regional Training Hubs, Rural Workforce Agency Victoria, specialist colleges, community general practices and health services.
- Coordinate ancillary activities to support Rural Generalist trainees and supervisors such as mentoring and support services, and family support services.
- Data collection that would include the trainee's ID, age, gender, year of training, deferrals, withdrawals, sub-speciality rotations and any other information relevant to VRGP objectives and KPIs.
- Assist with short-term accommodation as required for rotations to other communities within the region including metropolitan and outer metropolitan areas as required.
- Collaborate with all Regional Networks to share knowledge, learnings and innovations.
- Other duties as determined.

ORGANISATIONAL RESPONSIBILITIES:

General:

- Positively promote ERH within and externally to the organisation;
- Each employee has a responsibility to comply with all ERH policies and procedures and familiarise themselves with those relevant to their position;
- Promote practices which comply with the policies and procedures of ERH and actively participate in the maintenance of relevant policies and procedures to ensure best practice;
- Comply with all Commonwealth and State legislative requirements;
- Participate in departmental and organisational meetings as required;
- Maintain accurate records, statistics and reports, as required;
- Report all incidents and near misses as soon as possible after the event;
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department;
- Actively participate in Performance Review processes, six months after commencement and annually thereafter.

Occupational Health and Safety:

Each employee has the right to a safe working environment. Employees must:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others;
- Cooperate with measures introduced in the interest of health and safety;
- Undertake any training provided in relation to Occupational Health & Safety;
- Immediately report all matters that may affect workplace health and safety to their manager/supervisor;
- Comply with all Commonwealth and State legislative requirements;
- Correctly use any information, training, personal protective equipment and safety equipment provided by the organization;
- Refrain from recklessly or willfully interfering with anything that has been provided for health and safety reasons.

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of

relevance to the position.

Disaster and Emergency Response:

- Echuca Regional Health is the principal regional health provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that s/he may be required to work as assigned, if requested, to meet ERH responsibilities in a disaster or emergency situation;
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Continuous Quality Improvement:

Each employee has a responsibility to:

- Aim to provide a positive experience for each patient, client, resident and customer every time;
- Utilise the principles of "Patient Centred Care" as a guide to provide a positive experience each and every time;
- Always escalate any issues you identify regarding customer experience or safety and risk to an appropriate staff member, if unable to rectify yourself;
- Contribute to improvement activities and understand the basics of the "pdsa quality cycle";
- Follow organisational guidelines including quality and safety and occupational policies and procedures;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Comply with ERH and relevant registration bodies mandatory continuing professional development requirements;
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements.

Workplace Harassment and Bullying:

- ERH has adopted and applies the Victorian Public Sector Commission Code of Conduct;
- Each employee has the right to a workplace free from any form of harassment or bullying;
- Each employee has a responsibility to comply with ERH policy and participate in education and training.

Health Promotion:

- ERH adopts the principles of health promotion and encourages all employees to embrace the organisation's Health Promotion Plan and activities;
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

Conditions of employment:

This position requires a satisfactory National Police Check and (where relevant):

- Working with Children check; and
- Written consent for personal details to be provided to the Department of Health and Human Services for checking against the Disability Worker Exclusion List.

ERH will not make a formal offer of employment until a candidate provides these documents.

MANDATORY TRAINING:

- As per ERH Learning Management System training matrix
- Regular professional development and learning

MANDATORY SKILLS:

- Strategic thinking
- Excellent interpersonal skills
- Excellent written and verbal skills
- Report writing skills
- Current driver's licence

KEY SELECTION CRITERIA:

- KSC 1** Highly developed written and verbal communication skills, including developing and maintaining communication channels and networks with clinicians across healthcare settings.
- KSC 2** Qualifications and experience in health administration or project management are highly desirable.
- KSC 3** Ability to collaborate with diverse range of stakeholders including clinicians and trainees to achieve identified program objectives.
- KSC 4** Current knowledge of contemporary rural and regional medical workforce issues and programs.
- KSC 5** Knowledge of medical training requirements, including prevocational and general practice training.
- KSC 6** Demonstrated proficiency using standard office software applications.
- KSC 7** Ability to collect and analyse data and prepare reports submissions and plans.

Echuca Regional Health Values:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Echuca Regional Health says NO to Family Violence.

Principle:	Associated Behaviours:
Collaboration	<ul style="list-style-type: none"> • 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
Accountability	<ul style="list-style-type: none"> • Monitors the impact of one's own behaviour on others • Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect	<ul style="list-style-type: none"> • Treats people fairly and openly • Treats people with dignity • Demonstrates personal standards of consistency, tolerance and patience
Excellence	<ul style="list-style-type: none"> • Consistently supports and follows organisational policies and procedures • Actively participates in identifying opportunities to improve what we do

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 accordance with this position description.

Signed: _____

Date: / /

Print Name: _____

cc: Employee File

Echuca Regional Health is an Equal Opportunity Employer