

# ROLE DESCRIPTION

## Mackay Hospital and Health Service

### Role details

<b>Job ad reference</b>	MK577712	<b>Classification</b>	MEDFC2 (L18) MEDC1-1 to MEDC1-5 (L13–L17) MED1-1 to MED2-1 (L13-L14)
<b>Role title</b>	Clinical Lead - Workplace Based Assessment Program	<b>Salary</b>	\$100.77 p.h. (L18) \$87.25 p.h. to \$98.18 p.h. (L13–L17) \$87.25 p.h. to \$89.98 p.h. (L13-L14)
<b>Status (temp/perm)</b>	Temporary Part-Time (32 hrs p.f.) <i>From appointment to 30 June 2025 with possibility of extension</i>	<b>Closing date</b>	Sunday, 18 August 2024
<b>Unit/Branch</b>	Medical Education Unit	<b>Contact name</b>	Dean Lynch, Manager Medical Education Officer
<b>Division/Hospital and Health Service/Hospital</b>	Division of Research and Innovation, Mackay Hospital and Health Service	<b>Contact number</b>	(07) 4885 7088
<b>Location</b>	Mackay	<b>Online Application</b>	<a href="http://www.smartjobs.qld.gov.au">www.smartjobs.qld.gov.au</a>

### About the Mackay Region

Mackay is a vibrant regional centre in tropical North Queensland, servicing a population of over 182,000. The Mackay Isaac Whitsunday Region has a thriving economy that includes a diverse range of tourism, agriculture, industry, mining, education, and health industries.

Mackay provides relaxed and comfortable rural and coastal living opportunities, only an hour flight from Brisbane and a short distance to the Whitsunday Islands and the Great Barrier Reef. The tropical climate is ideal for outdoor living with beautiful beaches and a spectacular natural environment nearby. Families are well serviced by a choice of high-quality schools and a wide range of sporting clubs with excellent facilities.

### About Mackay Hospital and Health Service

Mackay Base Hospital is a 236 bed regional hospital that services 10 rural hospitals and multi-purpose health facilities across the Mackay Isaac Whitsunday region. Mackay HHS is embarking on an exciting period of growth with a \$250m redevelopment of the base hospital to provide an additional 112 inpatient beds and an expansion of outpatient and support services. Significant upgrades are also underway at rural hospitals in Bowen, Moranbah, Proserpine, and Clermont.

Clinicians working at MBH enjoy a challenging and rewarding clinical casemix that includes busy inpatient and outpatient general medicine, paediatrics, surgery, orthopaedics, obstetrics & gynaecology and mental health services. These core inpatient services are well integrated with active emergency medicine, anaesthetic and intensive care departments and supported by a wide range of allied health services. Specialty services are provided by tertiary hospitals in Townsville and Brisbane, including a strong undergraduate teaching affiliation with James Cook University.



For more information, please visit [www.mackay.health.qld.gov.au](http://www.mackay.health.qld.gov.au)

## About Medical Education Unit

The Medical Education Unit (MEU) provides accredited educational programs, facilitates adequate supervision and monitoring of clinical performance, and provides mentoring and personal support for prevocational medical practitioners (doctors who are in their first to third year of training after graduation from medical school and have not yet committed to vocational training, i.e., interns and resident medical officers) and international medical graduates. The unit works in close collaboration with James Cook University and with the Director of Clinical Training in the various vocational training pathways available in the Mackay Hospital and Health Service to provide coordinated, integrated and comprehensive training of medical practitioners extending from undergraduate, prevocational, vocational and postgraduate training.

## Your opportunity

Mackay Hospital and Health Service has become an accredited provider of the Workplace Based Assessment (WBA) Program. This program provides for an alternative pathway for international medical graduates to gain generalist registration in Australia through a series of workplace-based assessments rather than through the Australia Medical Council (AMC) Clinical Examination.

The purpose of the WBA Clinical Lead is to provide overall clinical expert advice and management of the MHHS WBA program. The role has financial responsibility of the WBA Program ongoing costs and candidate performance rates, which informs annual reporting requirements to the AMC.

## Your role

- Fulfil the responsibilities of this role in accordance with the [Queensland Public Service and the Mackay HHS Values](#) as outlined above and [here](#)
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
- The provision of a Healthy and Safe environment within Mackay Hospital and Health Service is everyone's responsibility.
- Understand your accountability to uphold the principles and practices of the Health Service's Health and Safety Management System in accordance with legislation and industry standards. As a supervisor actively promote good health and safety practices to staff of your work area
- Chair the WBA Committee
- Execute WBA assessor calibration on an annual basis and as required.
- Sign off on assessor training.
- Monitor candidate performance, and complete final In-Training Assessment (ITA)
- Performance Improvement process for candidates at risk of failure
- Address concerns raised by candidates / assessors.
- Monitor financial and candidate performance outcomes.
- Annual reporting to AMC
- Lead continuous Quality Improvement and Evaluation
- Have accountability for WBA Program management.
- Execute assessment blueprinting for candidates.
- Develop a learning plan along with MEO if any issues are identified by the assessors in the candidates formative CBD and Mini-CEX assessments
- Overseeing the management and storage of all candidate records associated with the WBA program within the MHHS records systems



**Queensland  
Government**

## Total Package

### Approximate Remuneration Package – Medical Officers Certified Agreement (No.6) (MOCA6)

Remuneration Package (Based on 32 hrs p.f. or 0.4 FTE)	Total Annual (\$) *		
	Level 13	Level 17	Level 18
Base Salary	\$ 72,842	\$ 81,964	\$ 84,133
Motor Vehicle Allowance	\$ 8,400	\$ 8,400	\$ 8,400
Professional Development Allowance	\$ 8,600	\$ 8,600	\$ 8,600
Attraction and Retention (35%) – Assignment	\$ 25,495	\$ 28,687	\$ 29,446
Rural and Regional (10%)	\$ 7,284	\$ 8,196	\$ 8,413
Locality Allowance (if applicable)	\$ 151	\$ 151	\$ 151
Estimated Remuneration (excluding superannuation)	\$122,773	\$135,999	\$139,144
Superannuation Estimate	\$ 13,467	\$ 15,153	\$ 15,554
<b>TOTAL ESTIMATED REMUNERATION *</b>	<b>\$136,239</b>	<b>\$151,153</b>	<b>\$154,698</b>

#### Additional benefits to this role include:

Professional Development Leave	3.6 weeks p.a.
Over-time, on-call and recall allowance	Paid per occurrence
Annual Leave	4 weeks p.a. 17.5% annual leave loading is paid for 4 weeks leave.
Salary Sacrificing	\$17,000 grossed up taxable value – independent financial advice is recommended**
Superannuation	Up to 12.75% employer superannuation contribution

\* Paid pro-rata for engagement period or part time employee

\*\* Salary sacrificing advice must be sought if additional benefits such as fly in, fly out, accommodation etc are confirmed as part of the package.

## Mandatory qualifications/Professional registration/Other requirements

- Mandatory possession of a qualification from a registered tertiary institution and Registration with the Australian Health Practitioner Regulation Agency with a current annual practicing certificate is essential.
- **Desirable but not mandatory:** Registration with the Medical Board of Australian with Specialist recognition and/or Fellowship with the Royal Australian College of General Practitioners (RACGP)
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties
- Candidates must provide certified copies of requested proof of identify documents for the purposes of general Criminal history and National Police Certificate checks.
- Declaration of any current, criminal or significant previous disciplinary proceedings or restrictions on clinical practice
- **Shift Workers:** Appointees will be required to work all shifts in accordance with the unit roster.
- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Vaccine Preventable Diseases (VPD) Requirements:** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough)  
Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e., one HHS to another HHS, Department to a HHS, or HHS to Department)

- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines

## How you will be assessed

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under 'Your role', the ideal applicant will be someone who can demonstrate the following:

- High level specialist clinical knowledge and understanding of orthopaedic procedures, concepts of human factors and patient safety.
- High level of initiative and decision-making ability to make important clinical decisions on a day-to-day basis.
- Demonstrated ability to provide expert consultancy/advisory services as required both internal and external agencies that are relevant to the health industry.
- Effective time management skills and reliability in meeting deadlines and commitments
- Demonstrated commitment to provide expert leadership to clinical and service improvement activities to initiate, encourage and participate in research, evaluation and evidence-based oversight aimed at achieving demonstrable improvements in service outcomes within the ethical guidelines of National Health and Medical Research Council
- Demonstrated ability to provide professional supervision, education, and training to junior medical staff.

## Your application

Please provide the following information to the Selection Panel to assess your suitability:

- **A short response/cover letter:** Document should be a maximum of 2 pages and describe how your experience, abilities and knowledge would enable you to achieve the key responsibilities and meet the key attributes in the "How you will be assessed" section above.
- **Your current CV or resume:** Summary of education, qualifications, skills and experience, including relevant work history.
- **Referee Reports:** Three (3) referee reports are required for Staff Specialist positions as per Recruitment of Staff Specialists procedure (NC-PRO 94 V3.0). One referee report must be from the current Line Manager and all referee reports need to be verbally verified.
- **Other documents:** Any other documentation required by the Selection Panel, if required/requested.
- **Interview:** Prospective applicants will undertake a structured interview with senior Mackay HHS staff. The interview will be held in person, or remotely by negotiation.

## Your employer—Mackay Hospital and Health Service

To support that Mackay Hospital and Health Service is regarded as an employer of choice, staff have been consulted and selected four values they strive to demonstrate in their daily activities:



Collaboration – through partnerships and co-operation we drive innovation;

Trust – having confidence and belief in each other to be able to rely and depend on our actions;

Respect – we show respect and compassion for the people we care for and work with;

Teamwork – we depend on and support one another individually and as a team.



**Queensland  
Government**

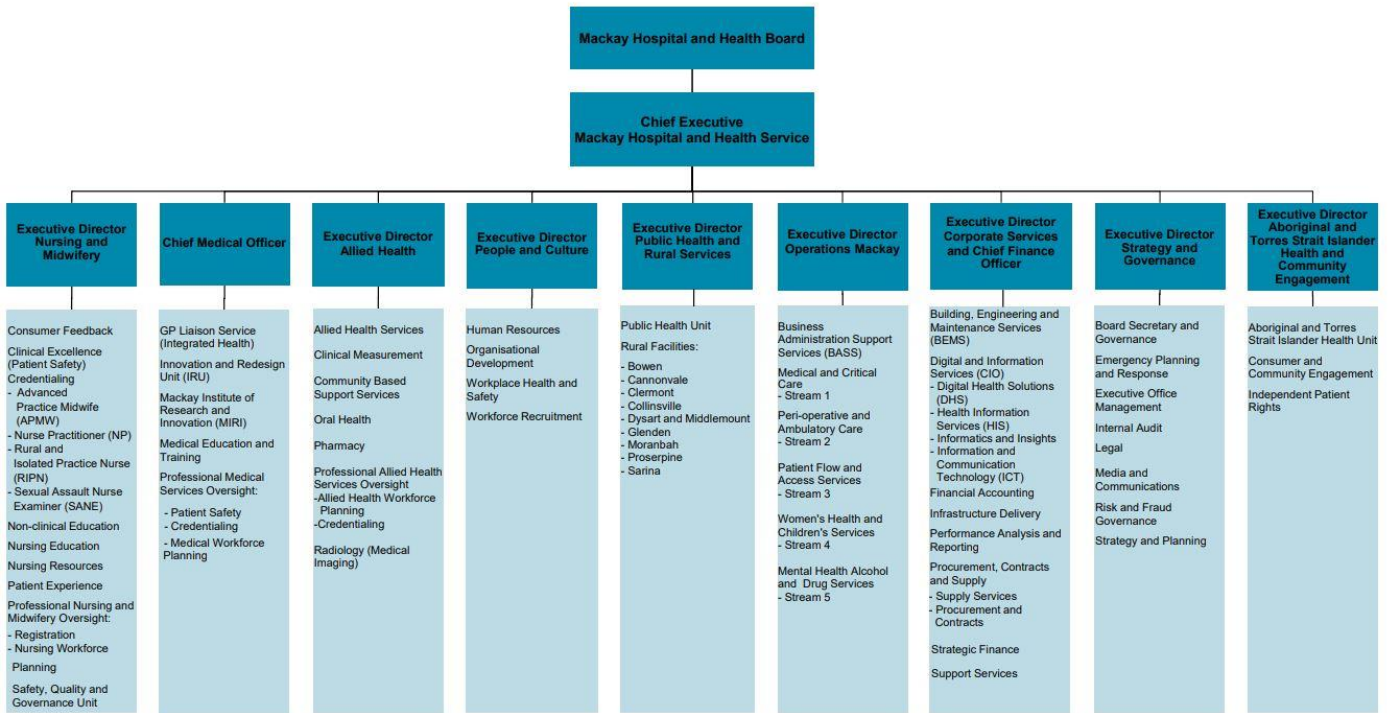
There is an expectation of each employee, by their colleagues, manager and the Executive, to exhibit values-based behaviours in the completion of all their tasks.

## Additional information

- **Currency of Applications:** Applications remain current for the duration of the vacancy.
- **Future Vacancies:** Future vacancies of a temporary, full-time and part-time nature may also be filled through this recruitment process.
- **RECRUITMENT AGENCY SUBMISSIONS:** Only applications from candidates will be accepted; agency fees will not be considered.
- **Pre-Employment Screening:** Pre-employment screening, including criminal history, restrictions on clinical practice and discipline history checks will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt
- Employees who are appointed to the MHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.
- **Probation:** Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment
- **Salary Packaging:** To confirm your eligibility for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please contact the Queensland Health Salary Packaging Bureau Service Provider of your choice – RemServ (1300 304 010) or SmartSalary (1300 476 278)
- **Mandatory Reporting Child Abuse/Neglect:** All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities
- **Disclosure of Employment as a Lobbyist:** Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>)
- **Disclosure of Pre-Existing Illness:** Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>)



# Organisational Chart



Last updated March 2024



**Queensland  
Government**