

Medical Administration Trainee Positions for 2025

Position					Reports to:			
Name	Location	LHDN	FTE	Description	Name	Title	Phone	E-mail
Blacktown and Mount Druitt Hospitals	Blacktown	Western Sydney LHD	1	The Medical Administration trainee position will be located at Blacktown and Mt Druitt Hospitals and will be supported by the Director Medical Services. The position will gain exposure and learning relating to strategic medical workforce planning, budgeting, and coordination of operational management functions within the portfolio of medical services. This position will offer opportunities for individual growth, to align with the learning requirements set out by the College to ensure the successful candidate will gain a wide range of exposure to Medical Administration responsibilities.	Dr Alison Loughran-Fowlds	Director of Medical Services	0459 390 130	Alison.LoughranFowlds@health.nsw.gov.au
Central Coast LHD	Gosford	Central Coast LHD	1	The Medical Administration Trainee supports the DDMS in advocating clinical governance, quality and safe delivery of health services and achieving these goals in a collaborative, analytical and inclusive manner, offering the candidate access to a variety of experiences in Medical Administration whilst studying for the FRACMA. The role works under the direction of DDMS supporting the incumbent to develop key RACMA core competencies of medical leadership, analysis of complex medical workforce governance and management issues to discern risks and benefits of actions and plan appropriately to deliver an effective workforce management solution to support CCLHDs strategic direction and clinical service plan. The role involves working in a complex environment, with several key stakeholder groups both professionals and general administration across all CCLHD hospitals and services , and requires highly developed communication, negotiation and conflict management skills.	Prof Steevie Chan	District Director Medical Services	02 4320 9429	Steevie.Chan@health.nsw.gov.au
Health Education and Training Institute	1RR, St Leonards	HETI	1	This position is with the Health Education and Training Institute (HETI) and is an opportunity to work in a NSW Health pillar organisation. HETI is the intern training accreditation authority for NSW, as well as supporting the education and training needs of junior doctors enrolled in training programs with the specialty colleges. While working with the Medical Portfolio at HETI, you may have an opportunity to lead projects related to prevocational and vocational training in NSW. Skills in project management, stakeholder engagement and leading change will be developed.	Dr Jo Burnand	Acting Medical Director	02 9844 6541	jo.burnand@health.nsw.gov.au
Ministry of Health	1RR, St Leonards		1	The RACMA Trainee would be working within the Medical Workforce team at the Ministry of Health, reporting to the NSW Chief Medical Workforce Advisor. The role is involved in developing and advising on state-wide medical workforce policy and programs. The position will have exposure to medical employment policy and awards through work with the Workplace Relations Branch.	Dr Justine Harris	Chief Medical Workforce Advisor Workforce Planning and Talent Development Branch	0456 921 833	justine.harris@health.nsw.gov.au

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Royal North Shore Hospital	St Leonards	Northern Sydney LHD	1	<p>This position is best suited to a clinically experienced, senior trainee. The registrar will work on reform of systems of care and governance, in partnership with clinical divisions and improvement experts. A particular focus is joining up the clinical, general management and financial management worlds, with the intention of building the trainee's confidence in contributing to the hospital's overall operations. The trainee will also have graded, supported exposure to complex issues management, including patient management matters, legal issues, pandemic response and risk management</p>	Dr Daryl-Anne Elias	Director, Medical Services	02 9463 1904	daryl-anne.elias@health.nsw.gov.au
Royal Prince Alfred Hospital	Camperdown	Sydney LHD	1	<p>Royal Prince Alfred Hospital (RPAH) is a large quaternary public health facility based in Sydney, NSW. Since opening in 1882, RPAH has a long tradition of leading clinical care, teaching and research in conjunction with Sydney University.</p> <p>RPAH is recognised as a world leader in healthcare excellence and innovation. The Medical Administration Trainee will work directly with the Deputy Director and Director of Medical Services and will have exposure to experiential learning through a wide range of activities in Medical Services. These include, but are not limited to medical workforce planning, junior and senior medical recruitment, clinical governance, project management and disaster planning. The Trainee will also be involved in hospital operational activities with opportunities to assist in incident management, financial planning, specialty college and NSQHS accreditation.</p> <p>This role will allow you to develop your teamwork, leadership and collaborative leadership skills.</p>	E/Prof Michael Hensley	Director Medical Services	02 9515 6111	Michael.Hensley@health.nsw.gov.au
Sydney Local Health District Clinical Services Integration and Population Health	Camperdown	Sydney LHD	1	<p>This training position covers opportunities within SLHD Clinical Services Integration and Population Health (0.8 FTE) and SLHD Executive Medical Services (0.2FTE).</p> <p>In Clinical Services Integration and Population Health, the Trainee will report directly to the Executive Director Clinical Services Integration and Population Health, who is a Tier 2 Executive Director of SLHD. They will work across the Directorate, which comprises of services that focus on integrated care, vulnerable communities and population health, acting in a clinical advisory capacity. Training opportunities include exposure to senior management and governance, multi-agency services, service delivery planning and priority population and integrated care projects.</p> <p>In Executive Medical Services, the Trainee reports directly to the Executive Clinical Advisor SLHD, a RACMA Fellow, in Medical Services governance and operations, including the Medical and Dental Appointments Advisory Committee, credentialing, accreditation and recruitment.</p>	Dr Lou-Anne Blunden	Executive Director Clinical Services Integration and Population Health	02 9515 9635	LouAnne.Blunden@health.nsw.gov.au

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Sydney Local Health District Executive Medical Services	Camperdown	Sydney LHD	1	<p>The Medical Administration Trainee in SLHD Executive Medical Services will gain extensive experience in medical management and leadership, reporting directly to the Executive Clinical Advisor SLHD (a RACMA Fellow).</p> <p>Executive Medical Services supports SLHD through functions relating to the governance and management of the medical and dental workforce across the Local Health District. This involves senior medical and dental officer recruitment, credentialing and appointments including through LHD governance committees, policy and procedure development, and the introduction and management of novel clinical procedures and/or workforce models.</p> <p>They will liaise directly with senior medical and executive stakeholders in this, and develop their expertise in credentialing, scope of practice models, practical medical workforce management and a special focus on Visiting Medical Officer management in 2025. There are also training opportunities in medical accreditation, medical leadership and governance and change management at an Executive level.</p>	Dr Kim Hill	Executive Clinical Advisor	02 9515 4021	Kim.Hill@health.nsw.gov.au
Sydney Local Health District Public Health Unit	Camperdown	Sydney LHD	1	<p>This training position covers opportunities within the Public Health Unit in SLHD (0.8 FTE) and SLHD Executive Medical Services (0.2FTE).</p> <p>In the Public Health Unit, the Medical Administration Trainee has an excellent opportunity to experience Public Health practice from a leadership perspective and apply management and organisational skills to developing strategy and aligning resources, systems and staffing in operational management.</p> <p>Specifically, the role provides learning experiences in strategic planning in conjunction with the Ministry of Health, Local Health District and statewide policy development and review, field work across various Public Health disciplines, participation in high level committees, emergency management planning, exposure to Aboriginal Health, culturally and linguistically diverse communities and vulnerable groups and how the social determinants impact population health.</p> <p>In Executive Medical Services, the Trainee reports directly to the Executive Clinical Advisor SLHD (a RACMA Fellow) in Medical Services governance and operations, including the Medical and Dental Appointments Advisory Committee, credentialing, accreditation and recruitment.</p>	Dr Leena Gupta	Clinical Director, Public Health Unit	02 9515 9420	Leena.Gupta@health.nsw.gov.au

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Sydney Adventist Hospital	Sydney Adventist Hospital		1	<p>The Medical Services Coordinator (MSC) plays an integral leadership role, with hands-on experience in daily operations of Medical Administration at Sydney Adventist Hospital. The role offers not only niche learning in the not-for-profit private context but also opportunities to gain skills in clinical and corporate governance, workforce management (incl. credentialing), safety & quality, clinical incident and risk management, medico-legal, business & finance, stakeholder engagement, clinical informatics and emergency management. The MSC regularly engages with junior and senior medical staff and has the chance to chair committees and lead systems improvement projects.</p> <p>The MSC is well-supported by at least one FRACMA and a seasoned admin team. As part of the leadership group, there is also ample opportunity to work closely with Managers and Directors of Nursing, Pharmacy, Clinical Governance, Human Resources and Information Services. This is a well-rounded training opportunity.</p>	Dr Catharina de Muelenaere	Director of Medical Services	02 9480 9400	catharina.demuelenaere@sah.org.au
Western Sydney LHD Executive Medical Services	Westmead	Western Sydney LHD	1	<p>This position is based with the WSLHD Executive Director Medical Services which has responsibilities and professional leadership for senior and junior medical and dental staff across the District. In this position, trainees may also undertake work placements in Hospital facilities, and District-wide services such as Integrated and Community Health, Mental Health, Drug and Alcohol Services, Oral Health, and the Research and Education Network.</p> <p>The District is in the process of establishing an interated training network within WSLHD for RACMA trainees. WSLHD trainee positions are configured to enable experiene across a range of expanded settings across WSLHD. Training is provided in accordance with the FRACMA Medical Leadership and Management Curriculum and tailored to the trainee's level and experience. Regular teaching sessions and support is provided by RACMA Fellows to support the trainee's core educatoin and training needs.</p>	Dr Rebecca Nogajski	Executive Director Medical Services, WSLHD	0437 978 032	rebecca.nogajski@health.nsw.gov.au
Western Sydney LHD Medical And Dental Workforce Services, SMADR Unit	Cumberland Hospital	Western Sydney LHD	1	<p>The purpose of this post is to provide focused training in medical workforce strategy development, workforce planning and professional governance. The trainee will have opportunity to participate in recruitment, credentialing and onboarding of junior medical officers, specialist medical practitioners and senior dentists, be involved in development of policies, procedures and guidelines governing medical workforce, medical practitioners grievances and dispute resolution and management of employee relations. The post provides a myriad of opportunities for self-directed learning about the Executive machinery and operations, links with key Executive Units e.g. Finance Directorate, Clinical Governance Unit, Risk Management Unit, and Public Health Unit in accordance with the trainee's interests, training needs and training plan. Additional opportunities are provided for consolidation of skills in hospital operations at Cumberland, Westmead and Auburn Hospitals.</p>	Dr Yogendra Narayan	Senior Medical Advisor	0419 680 961	Yogendra.Narayan@health.nsw.gov.au