

Position Description

Position Title	National Clinical Lead – PEP Specialist	Reporting to	National Director of Training
Business Unit	GP Training	Direct reports	10+
Classification	Clinical 3	Date	February 2024

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The RACGP delivers the General Practice Training Programs which are specialist training programs to train medical doctors in general practice.

The GP Training Business Unit plays a critical role in ensuring that all communities in Australia have access to well-trained, competent GPs who deliver high quality, innovative care. We do that by having the right mechanisms to support, review and maintain standards for all aspects of a GP's training.

The Training Programs Department delivers education and training programs designed to support non-vocationally registered doctors on their pathway to RACGP Fellowship. These programs include: the RACGP led Australian General Practice Training program; the Fellowship Support Program (FSP); and the Practice Experience Program (PEP) – Specialist stream (transitioning to the International Specialist Program January March 20243).

Your Role

Reporting to the National Director of Training, the National Lead – PEP Specialist, is responsibly for the delivery of the PEP Specialist program to achieve high quality support and training for participants. The role oversees medical education, assessment, participant support and remediation functions as part of program delivery. The role is also responsible for leading program strategy and development.

The National Lead PEP Specialist is responsible for all leadership activities related to the delivery of medical education and assessment in the PEP Specialist program.

Key Responsibilities

- Leadership of PEP Specialist Medical Education team, including mentoring and supporting the medical education team to delivery the training program to a high quality standard.
- Ensure effective delivery of all education and assessment activities associated with the PEP Specialist training program.
- Direction of remediation of participants when required.
- Work with the National Manager, Rural Training and Fellowship Support Programs to support operation/administration staff.
- Work closely with Training Programs Lead to ensure effective operationalisation of the program.
- With the Training Programs Lead and Team Lead PEP Specialist and Post Education, ensure that reliable intake forecasting is undertaken and effective resource planning is done on the basis of this forecasting.
- Lead the development and review of the program strategy.
- Workforce planning and recruitment, supporting the training pipeline.
- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks.
- Ensure, through your leadership approach, that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity.
- Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Hold RACGP fellowship.
- Experience leading a team.
- Hold current Australian specialist registration in general practice without addenda.
- Experience as an OSCE/RCE/CCE examiner.

- Be CPD compliant.
- Be confident with technology including video conferencing, screen sharing, email, web portals.
- High-level written and verbal communication skills.

Highly Desirable

- Proficiency in using Microsoft Office Suite in a SharePoint environment.
- Hold a postgraduate clinical education qualification.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- RACGP managers, national clinical leads and medical educators
- GP Training and Education business units
- Member Engagement business unit
- RACGP employees

External:

- Medical practices employing GPs in Training
- Aboriginal Medical Services
- Rural medical services
- Rural Workforce Agencies