

Position Description

Position Title	Medical Educator PEP Specialist	Reporting to	National Clinical Lead – PEP Specialist or Senior Medical Educator PEP Specialist
Business Unit	GP Training	Direct reports	Nil
Classification	Clinical 1	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 team delivers education and training programs designed to support non-vocationally registered doctors on their pathway to RACGP Fellowship. These programs include the Practice Experience Program (PEP) – Specialist stream (transitioning to the International Specialist Program January 2023), and the Fellowship Support Program (FSP).

Your Role

Reporting to the National Clinical Lead – PEP Specialist, the Medical Educator PEP Specialist role supports assessment, medical education, strategy and remediation functions as part of program delivery. The Medical Educator PEP Specialist ensures that any relevant information is shared across teams to enable the continued smooth operational functioning of GP Training.

Key Responsibilities

- Working with the National Clinical Lead – PEP Specialist and the PEP Specialist team, deliver all education and training activities associated with the PEP Specialist training program.
- Medical education:
 - Induction and orientation.
 - Learning needs assessment and planning.
 - Small group education.
 - Consultation observation.
 - Case discussion.
 - Answer questions from members, staff and participants relating to the educational materials.
 - Revise and update any guides, training material relevant to the learning units.
 - Participate in the updating and evaluation of learning resources.
- Assessment:
 - Participate in delivery and evaluation of the Workplace-Based Assessment (WBA) program.
 - Assist in monitoring progress of participants.
 - Assist with training clinical assessors.
- Mentorship and support for participants.
- Program document and resource development and maintenance including:
 - Program handbooks.
 - Content guides.
 - Assessment guides.
 - Education modules.
- Contribute to remediation and performance management.
- Participate in the evaluation process for training programs.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

Qualifications and Experience

Essential

- Hold RACGP fellowship.
- Hold current Australian specialist registration in general practice without addenda.
- Be confident with technology including video conferencing, screen sharing, email, web portals.
- Be CPD compliant.
- 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.
- Have experience as an OSCE/RCE/CCE examiner.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

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

External:

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