



Position Description

Position Title	GP Medical Educator-Assessment	Reporting to	National Clinical Lead for Assessment
Business Unit	Education	Direct reports	Nil
Classification	Clinical 1	Date	June 2023

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 Education Business Unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review and maintain Education and Training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the Education and Training standards, Education teams develop and deliver educational activities, Fellowship examinations, set and apply eligibility, selection and entry criteria for Fellowship pathways, and implement the RACGP's strategic vision.

The Education business unit supports the RACGP in the delivery of its strategic goals for Education. The aim is to deliver excellence in career-long education, training and assessment for GPs.

The Education business unit:

- Develops key documents such as the RACGP Curriculum for Australian General Practice, the Standards for general practice training, the Capability profile of the Australian general practitioner and the Education policies. Together these provide an overarching framework for the development of education, the delivery of training and the conduct of assessment at all stages in the general practice journey.
- Via its committee/working group structure and clinical staff, provides mechanisms to access current, high quality advice from working GPs and subject matter experts on the RACGP's educational operations, policies, and future directions.
- Develops and delivers assessments which control entry to the profession, selection into a training pathway, and admission to Fellowship.
- Develops and delivers educational resources to support all stages of career-long learning, based on national and international evidence and developments in best practice.
- Incorporates the operations of RACGP Rural including Rural Generalist training.
- Assesses eligibility for RACGP assessments, examinations, and Fellowship.
- Assesses specialist international medical graduates in general practice for entry to the Medical Board of Australia's specialist pathway.
- Provides independent adjudication about exceptional circumstances related to progression of individual candidates or applicants.
- Maintains the RACGP's accreditation as a specialist medical college with the Australian Medical Council

Your Role

The role of the GP Medical Educator (GP ME) is to support RACGP assessments by assisting in the ongoing development of the RACGP assessment framework, the development of both pre and post exam resources and assessment items.

Your role will work closely with the National Clinical Lead for Assessment (NCL Assessment) and the National Assessment Advisors (NAAs).

This role is a fixed term contract of 12 months.

This role is suitable for new Fellows and those starting their journey in medical education and assessment

Key Responsibilities

- Working closely with the NCL and the NAA team to develop RACGP exams/assessments as part of the Assessment Framework review
- Develop pre and post exam support materials for candidates, staff and those members supporting candidates preparing for the RACGP assessments
- Support the work of the NCL/NAAs, including training of writers/reviewers and other assessment related events such as case writing workshop, concordance etc.
- Deliver assessment items and exams in line with the quality assurance framework to ensure continuous quality improvement of all assessment items.
- Perform Item review within the Item bank – directly reviewing content.
- Participate in post-exam item analysis and reporting as required.
- Contribute to the research, development, quality assurance and delivery of RACGP assessments, as required
- Participate in the RACGP Performance Review Cycle.



- In consultation with Manager/supervisor, deliver agreed Work Performance Goals.
- Comply with all relevant workplace policies and procedures.
- Other duties as required to support RACGP assessments.

Qualifications and Experience

Essential

- Fellowship of RACGP
- Experience in General Practice Environment (currently working in comprehensive general practice)
- Understanding of RACGP Assessments
- Experience in development of educational content for programs
- Good analytical ability, organisational skills, time management and adaptability
- Demonstrated high level of initiative, conceptual and analytical thinking
- Highly developed communication and interpersonal skills.
- Demonstrated high level of attention to detail
- Satisfactory completion of National Police Check may be required

Desirable but not essential

- Post graduate qualifications in education or related discipline.
- Experience in general practice assessment and program development

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- National Clinical Leads
- National Assessment Advisors
- Medical Educators
- Assessment team staff
- Council of Censors
- Other staff in the Education business unit

External:

- RACGP Members