



<b>Position Title</b>	Medical Educator CPD Program	<b>Reporting to</b>	TBA
<b>Department</b>	Membership	<b>Direct reports</b>	Nil
<b>Classification</b>	Agreed Rate	<b>Employment Status</b>	Fixed Term Part Time (0.4 FTE) 1 year
<b>Position Number</b>		<b>Date</b>	April 2019

### The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40,000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

### Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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

Membership is responsible for leading national strategic and operational outcomes in promoting a career in general practice, market intelligence, member service, support and engagement, retention, acquisition, membership policy through all career stages of RACGP member, and the conduct of Continuing Professional Development program.

The main objectives of the RACGP's CPD Program is to

- enable GPs to fulfil their personal, vocational and legislative CPD requirements.
- provide GPs with learning opportunities to improve quality patient care and safety.
- support GPs in continuous quality improvement within their practice setting

The RACGP CPD Program also accredits and quality assures educational activities that are delivered by Providers, and determines the standards for the provision of high quality education. These standards provide the framework for consistency and quality in the planning, development, delivery and evaluation of CPD activities.

## Your Role

The Medical Educator CPD Program is responsible for the review of medical content of activities that have been escalated through the quality assurance assessment process, the provision of advice and the undertaking of selected projects concerned with the development, implementation and maintenance of the RACGP's CPD program. The Medical Educator works closely with the Head of CPD, National Manager CPD and staff within the CPD and collaborates with colleagues in Education Services.

## Key Responsibilities

1. Provide education leadership to ensure the relevancy of the CPD Program's educational resources to GPs in clinical practice.
2. Review activities that have been escalated through the quality assurance assessment process to ensure medical content is relevant to general practitioners in accordance the Curriculum for Australian general practice
3. Contribute advice and expertise to projects encompassing policy creation, development, production of materials, delivery and evaluation.
4. Develop reports as required.
5. Deliver agreed *Work Plan Goals* – to be developed in conjunction with Manager

## Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities

5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

## Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP:

- Members
- CPD national and regional staff
- Education Services staff
- IT Department staff
- Publications and Marketing
- Finance department
- Senior Management and RACGP committees

### Other:

- RACGP Expert Committee Post Fellowship Education
- Subject matter experts
- Government departments and agencies
- Regulatory bodies
- Representative associations

## Key Selection Criteria

### Experience, knowledge and skills

As a **suitable** candidate, you will have:

- Demonstrated experience in providing high quality education and training to general practitioners throughout the general practice professional lifecycle.
- Experience in the design and delivery of Continuing Professional Development initiatives and programs
- Experience as a medical educator working with general practitioners in a variety of education and training settings
- The ability to translate current or previous clinical experience to a learning environment.
- Satisfactory Police Check

As an **ideal** candidate, you will **also** have.

- Experience in the development and delivery of training and education resources for medical practitioners
- Understanding of the regulatory environment for CPD.

## Qualifications

As a **suitable** candidate, you will have completed:

FRACGP or equivalent qualification

As an **ideal** candidate, you will have completed or are working towards a:

Tertiary qualification in medical education or a related field.

## Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

## Classification Description

Agreed Rate contract

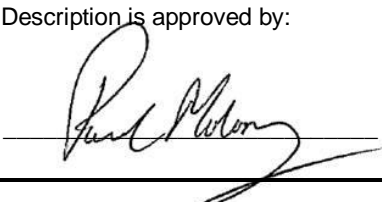
## Declaration

I, \_\_\_\_\_, acknowledge that I have read and understood the **Medical Educator CPD Program** position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: \_\_\_\_\_ (signature)      Date: \_\_\_\_\_

This Position Description is approved by:

H.R:  (signature)      Date: 17/4/2019