

Position Title	Clinical Lead – Information and Data Systems	Reporting to	Information and Data Systems Manager
Department	Fellowship Pathways	Direct reports	Not applicable
Classification	Agreed Rate	Employment Status	Part Time Fixed Term (0.2 FTE) until 31 December 2021
Position Number		Date	October 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 practising 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

The Fellowship Pathways Division maintains services, standards and processes to ensure consistent and high quality delivery of training across all RACGP Fellowship pathways. This includes Australian General Practice Training (AGPT) Program, the Remote Vocational Training Scheme (RVTS), the Practice Experience Program (PEP), the General Practice Experience (GPE) Pathway (ending 2022), and Rural Generalism Pathway (once established). It encompasses all trainee journeys toward RACGP Fellowship. The Division has major responsibility for establishing cooperative working relationships with a range of external organisations, such as Regional Training Organisations (RTOs), the Remote Vocational Training Scheme Ltd, Government agencies and recognised representative bodies, including General Practice Supervisors' Association (GPSA), and General Practice Registrars' Association (GPRA).

Your Role

The Clinical Lead - Information and Data Systems provides medical education advice to the Information and Data Systems Manager in relation to the team's functional areas of responsibility, which include:

- program contract management;
- program data collection, processing, interpreting and reporting; and
- Medicare provider number administration.

As with all leadership positions, the Clinical Lead will be responsible and accountable for the output of self, in relation to the above functional areas, for a broad range of defined and undefined parameters.

The Clinical Lead will also provide medical education advice on the delivery of major projects concerned with the transition, development, implementation, maintenance and evaluation of the RACGP's Fellowship Pathways (i.e. the AGPT program, the RVTS and the PEP). The Clinical Lead works closely with the Principal Medical Education Advisor and other staff within Fellowship Pathways Division. There are also opportunities to collaborate with staff in the Education Services Division, across other RACGP divisions and a wide range of external partners and stakeholders as required.

Key Responsibilities

1. Advise on medical education, encompassing the stages of creation, development, delivery and life-cycle evaluation.
2. Provide medical education advice, policy development, coordination and review, particularly in relation to the Information and Data System team's functional areas of responsibility, which include:
 - program contract management;
 - program data collection, processing, interpreting and reporting; and
 - Medicare provider number administration.
3. Ensure evidence and systems are in place for robust reporting of educational outcomes and quality assurance measures as required.
4. Contribute towards stakeholder consultations and relationships, including representing and presenting the work of the Information and Data Systems team at workshops, seminars, conferences and meetings.
5. Provide support, advocacy and guidance.
6. Assist the Principal Medical Education Advisor in:
 - formulating long-term strategic plans to improve RACGP education and training offerings.
 - assessing information presented domestically and internationally on medical education developments and the applicability to the RACGP framework.
 - gathering and integrating information, facilitating vertical and horizontal linkages across RACGP projects and teams.
 - recruiting medical/clinical staff and delivering in-service training to all staff, when requested.
7. Review RACGP reports, papers, guides and resources when requested, providing feedback and advice.
8. Deliver agreed *Work Plan Goals* – to be developed in conjunction with the Information and Data Systems Manager.
9. Participate in the RACGP Performance Review cycle.
10. Deliver agreed Work Performance Goals – to be developed in conjunction with the Information and Data Systems Manager.
11. Delegated Authority (Budget \$ or otherwise), as approved by the General Manager Fellowship Pathways.

Environment, Health and Safety

1. Complies with the College'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 College in relation to activities taken by the College to comply with OH&S and environmental legislation.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

- Fellowship Pathways staff
- Education Services staff
- Program Manager, Technology Projects
- RACGP expert committees
- RACGP members

External:

- RTO/RVTS Medical Educators
- Subject matter experts
- Commonwealth Department of Health
- Other Government departments and agencies
- Regulatory bodies
- Representative associations
- Other relevant organisations

Key Selection Criteria

Experience, Knowledge and Skills

Essential

1. Knowledge of medical education.
2. Experience in the establishment and delivery of training and educational interventions for medical practitioners.
3. Experience as a medical educator working in a variety of education and training settings.
4. Demonstrated ability to collaborate with a team of diverse individuals.
5. Excellent written and verbal communication skills including the capacity to write succinct and coherent reports and submissions.
6. Highly developed stakeholder engagement skills including a demonstrated ability to work with professional staff from disciplines outside medicine and health.
7. Demonstrated time management and organisational skills.
8. Ability to operate and analyse with a high degree of independent judgement and initiative.

Desirable

1. Recognition and experience in the development of change management in education system design.
2. Demonstrated success in the establishment and quality maintenance and operational management of general practice training systems.
3. Demonstrated capability to provide high quality education and training to general practitioners throughout the general practice professional lifecycle.
4. Demonstrated experience working with digital educational tools.

9. Expertise in educational innovation.
10. Satisfactory completion of a National Police Check may be required.

Qualifications

Essential

1. FRACGP or equivalent qualification.

Desirable

1. Tertiary qualification in health 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

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **[insert name]**, acknowledge that I have read and understood the Clinical Lead – Information and Data Systems 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	23.10.2019