

# Position Description

Position Title	NSW/ACT State Censor	Reporting to	Primarily: National Clinical Lead – Assessment Operations and Education Governance
Business Unit	Education	Direct reports	N/A
Classification		Date	September 2022

## 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 appointee to this role will become a member of the Council of Censors (CoC), and an *ex officio* member of the RACGP NSW/ACT State Faculty Council.

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

## Your Role

The role of a Censor is an important one in maintaining the standards, fairness and integrity of the RACGP Fellowship program.

Censors play a vital role in the RACGP by supporting all general practitioners in training as they progress to Fellowship.

Censors make determinations and provide advice on matters pertaining to the RACGP Fellowship and provide recommendations on the suitability of candidates for admission to Fellowship of the RACGP.

## Key Responsibilities

This statement of duties notes the ongoing requirements of the role and does not reference nor identify areas of work that are irregular to this employment relationship.

- Attend designated meetings.
- Review documentation and provision of feedback and recommendations verbally or in writing (policy, guidelines).
- As a member of the CoC, contribute to discussions on ratification of exam results and determination of exam incidents.
- Liaise with local state training organisations, relevant stakeholder groups, and represent the RACGP at state-based meetings, as required, to support the State Faculty Chair and State Manager e.g.. Parliamentary Hearings, Department of Health Forums or PHN meetings.
- Assess readiness to commence terms in general practice, Recognition of Prior Learning (RPL), and Completion of Training. Assess applications for Fellowship for all RACGP Fellowship pathways, and submit these applications for ratification.
- Respond to Training Organisations or GP in training questions about implementation or any variation to training standards and policy including but not limited to extended skills, overseas posts, mandatory terms, and ADF requirements.
- Contribute to the development of the Public Report for each exam. Contribute to the development of exam candidate support material.
- Be the spokesperson for the State Faculty on all assessment-related issues; and represent the CoC to the State Faculty. Provide CoC representation on the RACGP NSW/ACT State Faculty activities (as appropriate), such as deputise at fellowship ceremonies, provide reports for Faculty Council, and contribute to Faculty Council discussions.
- Provide faculty-based quality assurance of assessment workshops and assessment delivery, with an emphasis on maintaining national standards and processes. Assessment workshops include any workshops aimed at exam support and preparation - KFP, AKT, Clinical exam workshops and webinars.
- Provide Quality Assurance input and oversight for the RACGP assessments.
- Assist with conjoint exams including oversight of assessment development and delivery, and attendance at exams as requested by the CiC.
- Participate in the RACGP Performance Review cycle conducted by the National Clinical Lead – Assessment Operations and Education Governance. Deliver agreed Key Performance Indicators (KPIs) to be developed in conjunction with the National Clinical Lead – Assessment Operations and Education Governance, State Manager, NSW/ACT Faculty and Censor-in-Chief.
- Undertake other duties that may arise from time to time as directed by the Censor-in-Chief or State Manager, NSW/ACT Faculty.

- Comply with all relevant workplace policies and procedures.
- Other duties as required

## Qualifications and Experience

### Essential

- A Bachelor of Medicine and Bachelor of Surgery (MBBS), or equivalent
- Fellowship of the Royal Australian College of General Practitioners (FRACGP)
- Experience at providing high level strategic advice
- Understanding of the educational, assessment and training needs of GPs seeking admission to FRACGP
- Skilled in high level policy development as applied to GP Education and training standards;
- Demonstrated analytical skills
- Understanding of quality assurance in education
- Able to interpret and apply policy
- Excellent written and verbal communication skills and experience presenting to senior management, Boards, Councils and committees
- Proven networking and relationship management skills
- Proficiency in a range of software applications
- Satisfactory completion of a National Police Check may be required
- Current unrestricted medical registration with the Australian Health Practitioner Regulation Agency.

### Highly Desirable

- Post-graduate qualifications in education or a further medicine/health related field.
- Experience undertaking analysis and determining evidence-based learning and development solutions in an education environment
- Industry sector experience in primary health care
- Experience in quality assurance in education

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- National Clinical Leads
- National Director of Training
- State Faculty Manager and local Faculty colleagues
- Other Faculty Censors
- RACGP Censor in Chief
- State Faculty Chair and Council members
- Chief Education Officer
- Chief General Practice Training Officer
- Education and Training staff
- Principal Medical Education Advisor
- Director of Training, Regional Directors of Training.
- National Assessment Advisors

### External:

- Training Organisations (TOs)
- Australian Medical Council (AMC)
- General Practice Registrars Australia (GPRA)
- General Practice Supervisors Australia (GPSA)

- Other GP education and training stakeholders
- Australian Health Practitioner Regulation Agency (AHPRA) / Medical Board of Australia