

Position Description

Position Title	Fellowship Support Program (FSP) Medical Educator	Reporting to	FSP Senior Medical Educator
Business Unit	GP Training	Direct reports	Nil
Classification	Clinical 1	Date	May 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 Department 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 June 2024), and the Fellowship Support Program (FSP).

Your Role

Reporting to the FSP Senior Medical Educator, the FSP Medical Educator supports the operational functions of the Training Programs Department. The role supports Assessment, Medical Education, Strategy and Remediation functions as part of program delivery. The FSP Medical Educator ensures that any relevant information is shared across teams to enable the continued smooth operational functioning of GP Training.

You will be part of the Training Programs Department, which is responsible for the effective implementation of RACGP's Fellowship Support Program (FSP) and the Practice Experience Program Specialist Stream.

Key Responsibilities

- Working with the FSP Senior Medical Educator and the FSP team, deliver all education and training activities associated with the Fellowship Support Program.
- Support medical education:
 - Module curation, updates, and additions.
 - Answer questions from members, staff and registrars 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.
- Support assessment:
 - Participate in delivery of the Workplace-Based Assessment (WBA) program.
 - Additional education activities (e.g. ReCEnT).
 - Assist in monitoring progress of registrars.
 - Assist with training clinical assessors.
- Mentor and support registrars on aspects of the program, provide support regarding developing plans for learning, small and large group education and debriefing Multi-Source Feedback (MSF).
- Remediation/education progression: provide support to the Senior Medical Educator – Progress and Performance Enhancement.
- Training Programs Department support: day to day questions relating to any medical education aspects of the program.
- Support developing materials for the FSP, update and review current content guides, and webinars.
- Support the practice and supervisor accreditation activities.
- 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 CPD compliant.
- Be confident with technology including video conferencing, screen sharing, email, web portals.
- 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.

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