

# Position Description

Position Title	Senior Medical Educator FSP	Reporting to	National Clinical Lead – Fellowship Support Program
Business Unit	GP Training	Direct reports	5+
Classification	Clinical 2	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 team 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 National Clinical Lead – FSP, the Senior Medical Educator FSP supports the Fellowship Support Program team to achieve high quality training for participants. The role supports assessment, medical education, strategy and remediation functions as part of program delivery. The Senior Medical Educator FSP ensures that any relevant information is shared across teams to enable the continued smooth operational functioning of GP Training.

The Senior Medical Educator FSP oversees the delivery of medical education and assessment in the FSP. They are responsible for assisting with the distributing of medical education tasks between the medical educators in their team as well as providing support and an escalation pathway for other medical educators in the team.

## Key Responsibilities

- Working with the National Clinical Lead – FSP 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).
- Take a lead role in developing and delivering the work-based assessments for registrars.
- Provide senior support in developing and delivering remediation plans for registrars not progressing adequately or with performance issues.
- 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.
- Provide training, mentoring and support to medical educators in your team.
- Support developing and maintaining documents and resources for FSP.
- Participate in the evaluation process for the program.
- 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 for three (3) or more years.
- Hold current Australian specialist registration in general practice without addenda.
- Have three (3) or more years' experience as an OSCE/RCE/CCE examiner.
- 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