

RACGP GP Vocational Training Syllabus Medical Writer

Scope of Works

Overview

We are looking for GPs, GP trainees and GP medical educators to help write the new RACGP Vocational Training Syllabus (the syllabus). Each unit of the syllabus will be based on a contextual unit of the curriculum (e.g. dermatology).

The syllabus is intended to help trainees and GPs understand what knowledge, skills and attributes are required to be a GP in Australia. It also supports education to achieve these. Writing for the syllabus will be guided by a template and a provided example. The GP Senior Medical Advisor for the Syllabus project will provide support and guidance to you throughout the project.

Writing is expected to commence mid-late July with 6-8 weeks allocated to complete a first draft. Writers will start with the learning outcomes and content from the curriculum and contextual unit. From this the writer will generate:

- A clinical case, structured around the RACGP domains of GP and the core skills of the RACGP curriculum
- The tasks which a GP performs
- Learning and teaching guidance
- Suggested resources to assist learning and teaching with the contextual unit

Following the initial writing of the syllabus units, the units will be sent for review by both internal and external stakeholders. The original writers will then review the feedback provided and make revisions in October and November 2021.

This project allows you to make a valuable contribution to the training syllabus for GPs in Australia which will be a key element of RACGP education.

Previous experience in medical education is highly desirable but not essential. The role requires well developed writing skills.

About the Syllabus

In 2020 the RACGP developed an Educational Framework to conceptually represent the RACGP's approach to education. The work on this framework identified the need for the development of a syllabus as part of the curriculum of general practice. A syllabus is required to give direction and support for the learning and teaching required for GP training.

The syllabus will support GPs in training, supervisors and educators by detailing educational content and educational processes which are aligned to the higher order RACGP curriculum outcomes. It will also enable vocational education and training to be consistent in its content and structure across Australia and guide future resource development.

The syllabus will be a separate, accompanying document to the 2021 Curriculum, which is also currently under revision. Both the RACGP Syllabus and Curriculum will be completed by March 2022 and published in mid-2022.

Syllabus components

The syllabus will be broken down into the 36 contextual units of the curriculum. Each contextual unit of the syllabus will include the following:

1. Learning Outcomes mapped to curriculum domains, core skills and competencies
2. Key practice points
 - Approximately 200 – 300 words highlighting key practice issues to consider in this contextual unit such as common pitfalls, points of wisdom, emerging issues
3. Content areas / key areas of learning
4. A case example to assist applying education to practice
 - A short vignette on a common clinical condition. From this vignette, questions are written to help guide learning and practice in the five domains of general practice
5. Learning strategies and methods
 - Guidance on learning the three types of learning – factual knowledge, skills and professional attributes with suggested activities for private learning, group learning and work place learning.
6. Assessment
 - Indicators that demonstrate competency in a topic area
7. Suggested useful educational resources and tools

Key responsibilities

To develop the content of a component of the syllabus by drawing on experience and expertise in general practice and general practice education to produce high-quality documentation that is appropriate for learners and educators in GP education.

Deliverables:

- A. Attendance at a minimum 1-hour video-conference meeting with the GP Senior Medical Advisor for the syllabus project to receive orientation to the syllabus and explanation of role.
- B. Components 2, 4, 5, 6 & 7 as listed above (1 and 3 will be prepopulated from the curriculum) by the agreed date
 - Writing key practice points, fully referenced in the preferred RACGP style (Vancouver)
 - Development of a case example with questions relating to the five domains of general practice
 - Suggested educational strategies and methods
 - Suggested assessment indicators
 - Review of current learning resources and tools, selection of the most appropriate resources guided by provided criteria.
- C. Undertake a revision of the syllabus unit in October or November based on feedback provided.
- D. Attendance at a 1-hour video-conference meeting with other writers and the GP Senior Medical Advisor for the syllabus project to discuss issues and share ideas.

Content Requirements:

- Relevant to Australian General Practitioners

- Relevant to the specific topic area to (the scope of) general practice in Australia
- Consideration of all aspects and contexts of Australian general practice, that is, metro/urban, regional, rural and remote locations
- Inclusive of Aboriginal and Torres Strait Islander health
- Inclusive of the diverse Australian community
- Inclusive of patient safety and continuous quality improvement

Payment

The deliverables above will be paid at a set amount per unit based on approximately 20 hours (inclusive of initial content development and editing following review). Note some units may require more or less hours and will be remunerated appropriately.

Disclosure of funding arrangements and/or other competing interests:

Any potential conflicts of or competing interests and declarations of any funding and financial arrangements should be included in the cover letter. Any declarations of competing interests and funding do not automatically exclude an applicant or their work from selection.

- Statements of conflict should specify board memberships of, affiliations with, and/or funding/honoraria from pharmaceutical or other for-profit organisations.
- Sponsorship or funding arrangements relating to the authors' work must be disclosed.
- If a commercial organisation has initiated or significantly contributed to the writing of the work, the organisation must be identified.
- When competing interests and funding are indicated as present, authors must include in their covering letter the following statement: 'I/we had full access to all relevant data in this study, and supporting sources had no involvement in data analysis and interpretation, or in the writing of the article'.
- Articles that have been commissioned or funded by a commercial company or organisation may be rejected if the editors perceive that content has been unduly influenced by the interests of the commissioning or funding company or organisation. This includes articles written by paid employees of commercial companies or organisations.
- Ghost authorship is not permitted. All contributors must be listed as authors.
 - Individuals who have assisted with writing the manuscript (e.g. medical writers, professional editors) must be named in an acknowledgement section, and any competing interests they have must be declared

Source: RACGP AJGP Author Guidelines; <https://www1.racgp.org.au/ajgp/reviewers/author-guidelines>