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| <b>Position Title</b>  | GP Medical Educator – National Drug and Alcohol Education Program (NDAEP) | <b>Reporting to</b>      | Manager – Education Strategy & Development |
| <b>Pillar</b>          | Education Services  | <b>Location</b>          |  |
| <b>Department</b>      | Education Strategy & Development (ESD)                                    | <b>Direct reports</b>    | N/A  |
| <b>Classification</b>  | Agreed Rate Package   | <b>Employment Status</b> | Fixed Term Part-Time (0.6 EFT), 12 months  |
| <b>Position Number</b> |   | <b>Date</b>              | June 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 practicing 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 Division

Education Services sets the strategic framework and operational activity for education in accord with the RACGP vision statement and strategic overview focussed on the life journey of the general practitioner. It achieves this outcome by researching, developing, implementing, evaluating and maintaining the policy framework, curriculum and academic standards of a general practitioners training and education in Australia. This includes initiatives and requirements applicable to the three life-cycle phases of the RACGP curriculum comprising: pre-general practice, general practice under supervision and general practice – lifelong learning and concordance with internal and external regulatory and qualitative benchmarks.

## Your Team

The Education Strategy and Development (ESD) team has direct accountability for the development and maintenance of high academic standards to support the education vision and framework across the lifelong journey of general practice. The team provides support and advice to the General Manager, Education to realise the strategic direction of general practice education. You will work closely with other teams in Education, National and State Faculties as well as external education providers to ensure that education development and delivery meets RACGP standards.

## Your Role

The role of the GP Medical Educator (ME) is to develop and review content for the RACGP National Drug and Alcohol Education Program (NDAEP) through quality assurance processes and effective content management. Liaising with the NDAEP Reference group nationwide, the GP ME supports content development and review. Working closely within the ESD team, the GP ME also develops NDAEP resources and program evaluation reports as required.

## Key Responsibilities

- Provide quality assurance support to the National Drug and Alcohol Education Program (NDAEP) to ensure content is relevant to general practitioners in accordance with the Curriculum for Australian general practice.
- Review, edit and apply continuous improvement practices to all NDAEP content to ensure it is of a high quality.
- Provide advice and expertise around NDAEP eligibility criteria, development and production of materials and program delivery.
- Evaluate and report on NDAEP performance as required.
- Develop support materials for NDAEP participants and RACGP staff as required.
- Undertake other duties as directed by the Education Strategy and Development Manager.

## Environment, Health and Safety

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

## Equity, Diversity and Inclusion

1. Models and promotes appropriate behaviour in relation to equity and diversity principles and practices.
2. Embraces RACGP's equity and diversity initiatives, strategies and implementations in staff equity/diversity related areas, promotion of staff equity and diversity policy/training and RACGP's Reconciliation Action Plan.

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP Staff:

- NDAEP Coordinators and team members
- ESD Instructional Designers
- ESD Content developers
- Education Services managers, staff members and contractors.

### External:

- NDAEP Reference group
- NDAEP Participants.

## Key Selection Criteria

### Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Experience in the general practice environment (currently working as a GP)
- Experience working in drug and alcohol related services
- Experience in development of educational content for programs
- Good analytical ability, organisational skills, time management and adaptability
- Demonstrated high level of initiative, conceptual and analytical thinking
- Highly developed communication and interpersonal skills to consult, negotiate and influence a wide range of people from within the RACGP as well as external bodies
- Demonstrated high level of attention to detail.

As an **ideal** candidate, you will **also** have:

- Understanding of the general practice education framework
- Experience writing/reviewing medical education content
- Ability to use database and literature searching applications
- High level Excel data and word processing skills.

## Qualifications

As a **suitable** candidate, you will have completed:

- Fellowship of RACGP.

As an **ideal** candidate, you will have completed:

- Post graduate qualifications in education or a related discipline.
- Advanced Training in Addiction Medicine

## 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 \_\_\_\_\_ acknowledge that I have read and understood **the GP Medical Educator – National Drug and Alcohol Education Program** 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: