

# Position Description

Position Title	Senior Local Medical Educator – Head of Training	Reporting to	Regional Director of Training
Business Unit	GP Training	Direct reports	Local Medical Educators and Senior Local Medical Educators
Classification	Clinical 2	Date	March 2023

## 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 community-based General Practice Training Program (GP) which is the specialist training program to train medical doctors in general practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program.

Your main team will be an RACGP local team. The RACGP GP educational program has a distributed design in which training is delivered locally by local teams with local knowledge and relationships with local stakeholders. Local training delivery will be supported by centralised services and resources. This model will emphasise relationship-based training. Each RACGP local will manage around 30 registrar training journeys (a total of approximately 115 registrars) and will have around 1.5 FTE MEs who are likely to be on fractional appointments.

Local medical educators (MEs) will work with local training coordinators (TCs) and administrators to provide contextually relevant education and support to a designated group of registrars from entry into the program through to Fellowship. Through the personalised case management approach, the local team will build strong relationships with registrars, supervisors, training sites and local stakeholders. Cultural safety education by local cultural educators (CEs) and cultural mentors (CMs) will be a priority area of education.

The local ME team will be responsible for education management and delivery, particularly where clinical expertise is required. The TCs will be largely responsible for training management. The distribution of medical educator tasks within a team will be the responsibility of the senior local ME.

## Your Role

The Medical Education team and GP Training Program Management team will work collaboratively to achieve the best outcomes for registrars and supervisors ensuring the delivery of a high-quality nationally consistent GP training program. Together GP Training Program Management and Medical Educators will build a supportive culture and enable teams to work to the top of their scope.

The Senior Local Medical Educator - Head of Training will provide leadership to the local Medical Education team and oversight of education and training matters at the local level.

They are responsible for leadership of all activities undertaken by the local Medical Education team, distributing medical education tasks between the medical educators in their local team. Key medical educator responsibilities are registrar and supervisory team support; local peer group education; educational visits for registrars, supervisors, and practice staff; and contribution to regional based activities as indicated.

## Key Responsibilities

**Leadership of the local Medical Education team, inspiring and motivating team members to foster innovation, creativity and high performance.**

- Distribute medical education tasks between the medical educators in the local team
- Line management duties for local medical education team
- Mentor, train, develop and support local medical education team members
- Build a continuous improvement and quality mindset
- Develop people for current and future roles and enable team members to work to the top of their scope.

**Leadership of registrar support**

- Support local medical education team to provide individualised training advice based on extensive understanding of GPT program requirements and application of relevant policies, including in areas of ambiguity work with Training Coordinator (TC), Program Support Officer (PSO) and other key administrative staff to provide local oversight of training matters
- Provide an escalation pathway for registrar critical incidents and concerns.

**Oversight of local registrar support**

- Registrar case management:
  - Support in navigating selection
  - Conduct induction interview
  - Support applications for recognition of prior learning (RPL)
  - Assess RPL applications
  - Provide training advice and planning
  - Facilitate priority placements
  - Provide pastoral support and mentoring
  - Approve extended skills and learning plans
  - Conduct exit interviews
- Contribute to 'meet and greet' and other social networking events
- Facilitate registrar progress, identify significant registrar progress issues and escalate to regional team
- One-on-one and group communication in relation to individual and local training matters

**Leadership of registrar education**

- Oversee the design and delivery of registrar local education program
- Supporting local medical education team to assess registrar competence
- Oversight of registrars who require additional assistance including registrars with focused learning interventions and remediation plans
- Provide oversight of External Clinical Teaching Visits allocations.

**Oversight of local registrar education**

- Deliver pre-community-based placement educational activities
  - Orientate registrars to community-based training
  - Manage and facilitate out-of-practice education activities in small groups
  - Deliver clinical teaching visits
  - Oversee, support and contribute to registrar workplace-based assessments
  - Review progress of registrars as a member of the registrar progress review committee and sign-off on exam readiness
  - Escalate and co-manage focused learning interventions and remediation plans with RACGP regional
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**Leadership of supervisor support and education**

- Oversee local supervisor development and support
- Recognise supervisors requiring additional assistance and develop plan for support
- Provide input into accreditation of supervisors

**Oversight of local supervisor support and education**

- Support supervisor recruitment
- Support supervisors to meet supervisor accreditation requirements
- Ensure supervision meets the training standards
- Support supervisors to plan and undertake professional development
- Be the point of contact for supervisors for in-practice supervision and teaching advice
- Provide support for in-practice teaching and assessment
- Coordinate and facilitate small group supervisor professional development and peer networking activities
- Support professional development for in-practice supervisory team
- Support supervisors to use training IT systems
- Contribute to regional supervisor professional development events
- Monitor and co-manage performance with escalation to regional team as required
- One-on-one and group communication in relation to individual and local training matters

**Training site support**

- Work with accreditation team to monitor and accredit quality training sites
- Together with GP Training provide support to training sites
- Provide case management training site support in:
  - Building training capacity
  - Meeting accreditation requirements
  - Meeting training standards
- Provide a known point of contact for practice managers for training program advice and support
- Hold practice manager workshops
- Monitor and manage training site performance with escalation to regional team as required
- Communication in relation to site specific and local training issues

**Workforce planning and recruitment**

- Provide local knowledge and advice to inform workforce requirements, capacity, and planning
- Work with local stakeholders to increase training capacity in areas of workforce need
- Promote general practice as a career in the local region
- Promote and support rural generalist and rural pathways

- Engage with local secondary schools, local university clinical schools, rural clinical schools, rural generalist regional networks, PHNs and local hospitals
- Engage with local education and training programs delivered by other medical and allied health profession for integrated cross professional training initiatives
- Manage local training pipelines
- Support and be a role model for medical students and junior doctors with an intention to enter general practice training
- Participate in selection processes as required

### **Aboriginal and Torres Strait Islander cultural and health training**

- Engage with local Aboriginal and Torres Strait Islander health services
- Support local Aboriginal and Torres Strait Islander students to consider and embark on a career in the health professions
- Facilitate cultural safety training and mentorship by local cultural educators and cultural mentors for:
  - registrars
  - supervisors
  - training sites
  - RACGP local team.

### **Other**

- Participate in regional and national committees and workgroups as required
- Participate in the broader Medical Educator and Training Coordinator communities
- Participate in exam preparation activities
- Liaison with local Aboriginal and Torres Strait Islander communities and health services
- Provide advice on RACGP training policies and procedures
- Manage local training records, data collection and reporting requirements
- Add local content to whole of region communication.
- Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks
- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity
- Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions
- Comply with all relevant workplace policies and procedures
- Other duties as required

## Qualifications and Experience

### Essential

- Fellow of The Royal Australian College of General Practitioners or equivalent
- Extensive experience as a senior medical educator with well-established broad medical educator competencies
- Demonstrated Leadership skills
- High level organisational skills
- Stakeholder management skills

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Chief GP Training Officer and GP Training business unit
- Chief Education Officer and Education Services business unit
- CPD
- RACGP education committees
- RACGP Council of Censors
- RACGP Members
- RACGP Leadership team
- RACGP Faculty managers
- RACGP employees

### External:

- Commonwealth Department of Health
- Other Government departments and agencies
- Regulatory bodies
- Representative associations
- Other relevant organisations