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| Position Title | Accreditation Lead | Reporting to | Operating Model Manager |
| Division | Fellowship Pathways | Direct reports | Nil |
| Classification | Level E | Employment Status | Full Time Fixed-Term (1.0 FTE) until 31 December 2021 |
| Position Number | TBC | Date | August 2021 |

The 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 Australian's 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 is currently undertaking a complex transition program to establish its new Profession-Led, Community-Based Training (PLT) capability to train medical doctors in General Practice as a key component of the Department of Health's Australian General Practice Training (AGPT) Program. The PLT transition is a fundamental change to the delivery of GP training in Australia, providing an opportunity to improve the quality, safety and accessibility of GP services for all Australians. This transition will build new capabilities from the ground up as well as transfer capabilities from the existing Regional Training Organisations that currently provide AGPT training services. A growing team is in the process of defining, planning and implementing this business transformation program, with a range of inter-related projects in-flight or being established.

Your Role

As the Accreditation Lead, you will provide strategic leadership to ensure that appropriate academic, educational and supervision standards are met in the development of the accreditation framework to guide the delivery of RACGP PLT programs to support the transition program. You will work closely with a team of highly skilled individuals, all with education and/or medical education experience. You will be required to develop and maintain effective stakeholder relationships, both internally and externally. You will have direct involvement and participation in other PLT projects to best align strategies, direction and development to the accreditation framework. You will lead and disseminate internal and external communications including presentations.

Key Responsibilities

- Scope the end-to-end training site and supervision accreditation requirements for undergraduate, prevocational and vocational training to support the transition program.
- Working in collaboration with the Australian College of Rural and Remote Medicine (ACRRM), develop an RACGP accreditation framework (including standards, policy and guidelines) that aligns with the Australian Medical Council Standards for Assessment and Accreditation of Specialist Medical Programs.
- Participate in training program and assessment review initiatives that impact and/or inform the accreditation framework development process.
- Provide advice and support to RACGP education and training programs relating to the accreditation framework.
- Research and assist in developing policy and best-practice positions on medical training-related issues that impact on the accreditation framework.
- Manage the implementation of development of the accreditation framework using professional project management disciplines, including: project planning, scheduling, change control, financial management, deliverable quality management, project resource management, project communications management, risk and issue management, procurement and contract management.
- Clearly and succinctly report project status including issues and risks to the Program Manager and project governance forums.
- Manage internal and external stakeholder expectations to ensure a common understanding of project outcomes, plans, activities.
- Manage the allocation of resources to project activities to ensure that resource assignments are explicitly agreed with resource owners and fulfilled as planned.
- Define and manage upstream and downstream project dependencies.
- Conduct the administration required by the project, including documenting, sharing and filing key project related documentation and compiling agendas and minutes for project meetings.
- Identify, capture and apply lessons learned on a regular basis throughout the transition lifecycle.
- Conduct the necessary change and communications management administration, including preparing agendas and minutes, reports and papers.
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

- General Manger, Fellowship Pathways
- General Manager, Education Services
- PLT Operations Manager
- Transition Program Manager
- General Manager Government Relations, Policy and Practice
- Education Strategy & Development Manager
- Clinical Leads, Senior Advisors and/or Medical Educators
- Education Services Managers and staff
- RACGP Education and Expert Committees
- Aboriginal and Torres Strait Islander Health Faculty
- Rural Faculty Manager
- RACGP Faculties
- IT
- Publications
- Marketing
- Other RACGP staff as required.

External:

- Australian College of Rural and Remote Medicine (ACRRM)
- Accreditation Agencies such Australian General Practice Accreditation Limited (AGPAL) and Quality Practice Accreditation
- Australian Medical Council (AMC)

- Department of Health
- Regional Training Organisations and Remote Vocational Training Scheme
- Universities/ Medical schools
- Postgraduate Medical Councils in each jurisdiction
- General Practice Supervisors Australia (GPSA)
- General Practice Registrars Australia (GPRA)
- External subject matter experts (SME)
- Non-government general practice education and training stakeholders
- Government stakeholders

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience as a project coordinator or manager in a complex health and/or education environment
- Demonstrated understanding of the AMC standards in vocational medical education and training
- Demonstrated experience in developing, reviewing and implementing accreditation systems, policies and processes
- Strong relationship management skills at all levels which can be applied to multiple stakeholders to achieve desired outcomes
- Effective communication skills suitable for the management of and liaison with staff and senior/executive management
- Demonstrated analytical and critical thinking skills
- Highly developed communication skills, both verbal and written
- Demonstrated time management and organisational skills
- Intermediate skills in MS Office Suite, including Project, Visio, Word and Excel
- Satisfactory completion of a National Police Check may be required.

Highly Desirable

- Knowledge of general practice education and training sector
- Experience of working in the RTO/RVTS sector
- Experience in implementing projects in an education or health-related industry.

Qualifications

Essential

- A relevant tertiary qualification in a related discipline.

Desirable

- A professional qualification in project management (e.g. Prince 2, PMBoK).

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*
- *Celebrate collaboration*

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **(insert name)** acknowledge that I have read and understood the Accreditation Lead 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: _____