

# Position Description

Position Title	Senior Regional Medical Educator	Reporting to	Regional Director of Training
Business Unit	GP Training	Direct reports	Regional 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 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.

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A key focus of the regional team is to support the local teams with specialised resources and expertise. There will be formal lines of oversight and support between the local Medical Educators and Training Coordinators with senior regional staff. Identified significant local training progress and performance issues will be escalated for management and oversight at a regional level. Training site accreditation will be managed at regional level. Selected educational activity will be undertaken at a regional level focussing on education that is amenable to larger groups and that requires special resourcing.

Oversight of key stakeholder support and engagement will be undertaken at a regional level. These stakeholders include regionally relevant training, clinical service, and representative organisations. Registrar, supervisor, and practice manager liaison officers will work at a regional level providing support and advocacy for their respective stakeholder groups. These liaison officers will also provide an important conduit between their representative organisations and RACGP.

## 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.

Senior regional medical educators provide expertise and leadership in specialised areas of medical education such as practice accreditation, supervisor accreditation and PD, performance management, and registrar exam support. The senior regional medical educators support local teams in their area of expertise. They may also deliver educational activities at a regional level and lead a team of regional medical educators.

An indicative list of regionally based activities that require senior medical educator expertise are detailed below. Most senior regional medical educators will be assigned a portfolio of educational activities that they are responsible for.

### Education and training

- Oversight of registrar training progress management
- Provide medical education leadership and specialised training support for the local teams
- Provide educational support for local teams
- Coordinate hospital term education support
- Provide regional supervisor workshops
- Provide regional registrar workshops
- Provide regional exam preparation support for registrars
- Provide one on one support to registrars who have significant progress issues including failing an RACGP exam
- Train supervisors and medical educators to deliver workplace-based assessments including clinical teaching visits
- Support ME professional development

- Contribute to national educational development

#### **Performance management**

- Adverse event and critical incident management
- Management of significant training progress issues
- Support local teams with management of registrar educational interventions
- Registrar remediation- supported by local teams
- Supervisor and training site performance management – supported by local teams

#### **Regional workforce planning**

- Develop training site capacity in areas of workforce need – supported by local teams
- Develop and manage training pipelines based on workforce needs – supported by local team

#### **RG pathway development and management**

- Engage closely with rural generalist (RG) coordination units
- Develop and maintain regional RG pipelines
- Recruitment for direct entry into RG pathways
- Manage RG training placements

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

- Provide coordination and support of Aboriginal and Torres Strait Islander Health and cultural education at a regional and local level
- Liaise with Aboriginal and Torres Strait Islander organisations and health services
- Build and support training pipelines for Aboriginal medical services (AMS) and Aboriginal Community Controlled Health Organisations (ACCHOs)
- Coordinate support for Aboriginal and Torres Strait Islander registrars, including recruitment into training and support throughout training
- Support the employment and of cultural educators and mentors within the region
- Support local cultural safety training

#### **Accreditation**

- Manage training site accreditation – supported by local teams
- Manage supervisor accreditation – supported by local teams

- Manage de-accreditation

### Leadership

- Lead the Local Medical Education team – inspiring and motivating team members to foster innovation, creativity and high performance
- Build a continuous improvement and quality mindset
- Deliver stakeholder engagement plans through guiding and mentoring Regional and Local teams
- Develop people for current and future roles and enable team members to work to the top of their scope

### Other

- Selection of registrars
- Placement of registrars
- Regional Marketing
- Engage with regional stakeholders
- Support educational research and academic posts
- Conduct evaluation and quality improvement activities
- Coordinate recent activities
- Other duties as required

## Qualifications and Experience

### Essential

- Extended experience as a medical educator
- Advanced medical education competencies particularly in their allocated specialised area

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Chief GP Training Officer
- GP Training and Education Services Business Units
- RACGP Leadership team
- RACGP Faculty managers
- RACGP employees
- Other internal stakeholders as required

**External:**

- Practice Managers
- Supervisors
- Registrars
- RACGP Members
- External stakeholders (e.g., Members of Parliament and Government Officials, Rural Health Organisations, General Practice Groups)
- Other relevant organisations