

# Position Description

Position Title	Senior Medical Educator – Censor Support NSW / ACT	Reporting to	NSW/ACT censor
Business Unit	Education	Direct reports	N/A
Classification	Clinical 2	Date	June 2024

## 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 Education Business Unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review and maintain Education and Training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the Education and Training standards, Education teams develop and deliver educational activities, Fellowship examinations, set and apply eligibility, selection and entry criteria for Fellowship pathways, and implement the RACGP's strategic vision.

The functions of Education include:

- Medical Educators and Censors
- Assessment
  - Selection and Fellowship Exam Development and Delivery
  - Eligibility
  - Selection Programs
  - Education Support
- Education Governance and Development
  - Education Standards and Curriculum
  - Education Strategy & Development
  - Accreditation
  - Education Governance – Committees and Policy
  - Digital Education
  - Evaluation, Quality & Research
- Continuing Professional Development (CPD)
  - CPD Projects
  - CPD Operations
  - CPD Marketing and communications
  - CPD Program Coordinators and Faculty Support
  - Leadership and Mentoring Programs

The role of a Censor is an important one in maintaining the standards, fairness and integrity of the RACGP Fellowship programs. Censors play a vital role in the RACGP by supporting all general practitioners in training as they progress to Fellowship.

The primary purpose of the Censors is to make determinations and provide advice on matters pertaining to the RACGP Fellowship and provide recommendations on the suitability of candidates for admission to Fellowship of the RACGP.

## Your Role

The role provides assistance to the state censor and where requested, is involved in developing and refining processes for the council of censors.

You will require a comprehensive understanding of the requirements of the training programs that lead to Fellowship including eligibility for training and the requirements for progression through training.

## Key Responsibilities

Provide assistance to the state censor

- Assess readiness to commence terms in general practice.
  - Assess applications for Recognition of Prior Learning and Experience .
  - Contribute to the development and refinement of policy and procedure documents for AGPT, FSP and PEP Specialist
  - Undertake other duties that may arise from time to time as directed by National Clinical Lead – Assessment Operations and Education Governance, the Censor-in-Chief Faculty State Censor
  - Comply with all relevant workplace policies and procedures.
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- Other duties as required

## Qualifications and Experience

### Essential

- A Bachelor of Medicine and Bachelor of Surgery (MBBS), or equivalent
- Fellowship of the Royal Australian College of General Practitioners (FRACGP)
- Experience at providing high level strategic advice
- Understanding of the educational, assessment and training needs of GPs seeking admission to FRACGP
- Experience in delivery of general practice training
- Skilled in high level policy development as applied to GP Education and training standards;
- Demonstrated analytical skills and attention to detail
- Understanding of quality assurance in education
- Able to interpret and apply policy
- Excellent written and verbal communication skills and experience presenting to senior management, Boards, Councils and committees
- Proficiency in a range of software applications
- Satisfactory completion of a National Police Check may be required
- Current unrestricted medical registration with the Australian Health Practitioner Regulation Agency.
- Ongoing experience in community based comprehensive general practice

### Highly Desirable

- Post-graduate qualifications in education or a further medicine/health related field.

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- National Clinical Leads
- National Director of Training
- Faculty Censors
- RACGP Censor in Chief
- Chief Education Officer
- Chief General Practice Training Officer
- Education and Training staff
- Director of Training, Regional Directors of Training.
- National Assessment Advisors

### External:

- Australian Medical Council (AMC)
- General Practice Registrars Australia (GPRA)
- General Practice Supervisors Australia (GPSA)
- Other GP education and training stakeholders
- Australian Health Practitioner Regulation Agency (AHPRA) / Medical Board of Australia