

# Position Description

Position Title	Senior Medical Educator – Practice Experience Program Post Education	Reporting to	National Clinical Head of Rural Pathways
Business Unit	Education and Training	Direct reports	Nil
Classification	Clinical 2	Date	April 2025

## 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 and Training business unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review, maintain and deliver standards for all aspects of a GP's training and education across the lifelong journey of General Practice.

The business unit delivers the GP Training programs to train medical doctors in general practice as a key component of the Department of Health's Australian General Practice Training (AGPT) and Rural Generalist Programs along with the RACGP's Fellowship Support Program (FSP) and Specialist Practice Experience Program. Education and Training develops and maintains the curriculum and educational standards for these programs as well as the ongoing development and delivery of the RACGP's Continuing Professional Development (CPD) home.

## Your Role

Reporting to the National Clinical Head of Rural Pathways, the Senior Medical Educator – Practice Experience Program (PEP) Post Education supports practice experience program standard participants in their post education phase with bespoke educational support, taking into consideration the diverse needs of the group, to assist and support them achieve fellowship.

## Key Responsibilities

- Lead and provide ongoing high level education advice and pastoral care support for post-education participants, particularly those struggling to meet requirements.
- Work with the post education operations team to case manage participants to assist them achieve fellowship.
- Review Change in Circumstance (CiC) requests and work with the operations team to have requests processed in a timely manner.
- Review requests from the Medicare Provider Number (MPN) team related to CiC or extensions.
- Attend case management meetings between the PEP-Std and MPN teams.
- Review cases where participants are to be withdrawn.
- Develop a clear and proactive communications plan for PEP Post Education participants.
- Liaise with participants and assist with their enquiries or triage as appropriate.
- Work with the Senior Medication Educator – exam and feedback program to assist participants access the exam program and deliver feedback as required.
- Deliver post exam feedback as required.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Hold RACGP fellowship
- Hold current Australian specialist registration in general practice without addenda
- Be CPD compliant
- Be confident with technology including video conferencing, screen sharing, email, web portals
- High-level written and verbal communication skills
- Proficiency in using Microsoft Office Suite in a SharePoint environment

### Highly Desirable

- Hold a postgraduate clinical education qualification
- Demonstrated experience mentoring/coaching/providing feedback

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

**Internal:**

- National Medical Education leadership team
- GPs in Training faculty
- Medical Educators
- Education and Training business unit employees
- RACGP employees

**External:**

- Supervisors and Practice Managers from medical practices employing GPs in Training
- Aboriginal Medical Services
- Rural medical services