

Position Title	Practice Experience Program Coordinator	Reporting to	Training Programs Lead
Division	Education Services	Direct reports	None
Classification	Level D	Employment Status	Full-Time, Fixed-Term (1.0 FTE) parental leave contract
Position Number	100693	Date	

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

Education Services sets the strategic framework and operational activity for education in accord with the RACGP vision statement and strategic overview focussed on the life journey of the general practitioner. It achieves this outcome by researching, developing, implementing, evaluating and maintaining the policy framework, curriculum and academic standards of a general practitioners training and education in Australia. This includes initiatives and requirements applicable to the three life-cycle phases of the RACGP curriculum comprising: pre-general practice, general practice under supervision and general practice – lifelong learning and concordance with internal and external regulatory and qualitative benchmarks.

You will be part of the Practice Experience Program (PEP) team, which has been created to effectively implement the RACGP PEP, it is funded by the Commonwealth Department of Health to provide educational support to Non-Vocationally Registered (Non-VR) doctors in partnership with Regional Training Organisations (RTOs).

Your Role

The PEP Coordinator is responsible for coordinating the implementation and continuous improvement of program.

Key Responsibilities

- Coordinate the implementation of the program deliverables, in line with the objectives and monitor the risks, involving all relevant stakeholders and work stream leaders
- Create and manage appropriate, work plans and track progress
- Ensure designated program deliverables are delivered on time, in scope and within budget
- Provide timely reports on specific program deliverables and escalate to the Fellowship Programs Operations Manager, as needed
- Coordinate and undertake process improvement through evaluation, planning and implementation
- Manage stakeholder consultations and relationships, especially PEP coordinators within training organisations
- Coordinate & manage delivery of the PEP specialist program
- Case management of PEP participants
- Support Finance for reconciliation of payments made to training organisation including invoicing to training organisations
- Manage and implement changes to the program as required
- Manage multiple activities and prioritise tasks as required
- 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:

- Training Program teams
- RACGP | Position description

- Multiple teams across Education Services and Fellowship Pathways
- Medical Educators and Clinical Leads across Education Services and Fellowship Pathways
- Managers across Education Services and Fellowship Pathways
- Publications and Marketing teams
- IT

External:

- Department of Health
- Pre- and Post-Fellowship Expert Committees
- Training Organisations Primary Health Network
- AHPRA
- Other external organisations as relevant to the role

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Demonstrated experience as a project/program coordinator or manager
- Demonstrated ability to work in a complex and dynamic environment
- Demonstrated analytical and critical thinking skills
- Highly developed communication skills, both verbal and written
- Highly developed stakeholder engagement skills
- Demonstrated time management and organisational skills
- Intermediate skills in MS Office Suite, including Word, Excel, and Outlook

Highly Desirable

- Experience using project management software (e.g., MS Project)
- Experience working in a health or member-based organisation

Qualifications

Essential

- Undergraduate qualification in business management, social science, education, health or similar.

Desirable

- Post graduate qualification in business management, social science, education, health or similar
- Qualifications or recognised professional development in project management

Workplace Behaviours

In our workplace your actions and behaviours will:

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- *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 PEP Coordinator 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: _____