

# Position Description

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|----------------|---|----------------|-----------------|
| Position Title | National Clinical Lead – Education Strategy and Development | Reporting to   | Censor-in-Chief |
| Business Unit  | Education   | Direct reports | 1               |
| Classification | Clinical 3  | Date           | November 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 support 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 are 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

- Eligibility
- Selection
- Fellowship Exams
- Education Support
- Data Analytics

Education Governance and Development

- Education Standards and Curriculum
- Education Strategy and Development
- Accreditation
- Education Policy and Guidance
- Governance and Fellowship
- 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

## Your Role

The NCL (National Clinical Lead) Education Strategy and Development plays a critical role in providing

national oversight of the development, implementation, and maintenance of the RACGP Education Framework and its guiding instruments. Working closely with the Senior Education Advisor and the Head of Education, Governance and Development, the role provides key inputs and clinical advice to ensure the education framework meets the required standards.

## Key Responsibilities

- Provide clinical advice and undertake selected projects encompassing the stages of creation, development, materials production, delivery and/or evaluation.
- Guides and works closely with the Senior Education Advisor in areas relating to accreditation (Australian Medical Council and other types) to developing submissions, updates and/or reports.
- Works with the training program teams and Continuing Professional Development (CPD) in the oversight and development of educational resources for the RACGP.

- Provide medical education advice, policy development, coordination, and review, particularly in relation to the Education Governance and Development team's functional areas of responsibility as they relate to GP (General Practice) training and education at all stages of the GP lifecycle.
- Lead, provide support, advocate, and give guidance including specific advice on matters of expertise across all business units, and mentorship to clinicians within the unit.
- Contribute to formulating long-term strategic plans to improve RACGP educational outcomes and their processes as well as risk mitigation identification and recommendations.
- Provide oversight and participate in the review and updating of the Educational Framework and its guiding instruments.
- Review and develop RACGP reports, responses, papers, guides and/or resources when requested, including providing feedback and advice. Provide advice to the business when National Guidelines change and develop ad hoc reports as required.
- Participate in the RACGP Performance Review cycle.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- FRACGP (Fellowship of the Royal Australian College of General Practitioners) and current RACGP member
- Unrestricted medical registration.
- Extensive experience in medical education, especially in the areas of curriculum development and implementation.
- Understanding of the educational requirements at all stages of the lifecycle of GPs
- Excellent written and verbal communication skills including the capacity to write succinct and coherent reports and submissions.

### Highly Desirable

- Tertiary qualification in medical education

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- RACGP training teams
- CPD
- National Accreditation team
- Education Governance and Development team
- Aboriginal and Torres Strait Islander Faculty
- Rural faculty
- Other National Clinical Leads
- Specific interest groups
- Assessment team

- Council of Censors

**External:**

- Medical Board of Australia
- Australian Medical Council.
- RACGP membership
- External education providers.