



<b>Position Title</b>	National Clinical Lead – Assessment	<b>Reporting to</b>	Assessment Development Manager
<b>Department</b>	Education Services	<b>Direct reports</b>	
<b>Classification</b>	Agreed Rate	<b>Employment Status</b>	Part Time (0.4 FTE) two year contract
<b>Position Number</b>		<b>Date</b>	July 2019

### The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40,000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

### Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff 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 main focus of Education Services is to develop, support, review and maintain standards for all aspects of General Practitioners training and education across the lifelong journey of General Practice. This includes: undergraduate education; the early postgraduate years; training in general practice; pathways to Fellowship and contribution to the continuing professional development of GPs.

Education Services sets and manages the delivery of fellowship programs in accord with the RACGP vision statement and strategic overview and includes all assessment and examination requirements within delivery of those programs. It achieves this outcome by working with a range of stakeholders and partners in researching, developing, implementing, evaluating and maintaining the policy framework, curriculum, training 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.

Assessment Development focusses on:

- RACGP Assessments entrance, in-training through to Fellowship
- Academic leadership and standards in the area of assessment
- Creation and maintenance of assessment models and tools
- Content creation for AGPT Selection, PEP Entrance Assessment (PEPEA), AKT, KFP and OSCE exams including practice exams
- Management of Quality Assurance processes
- The administration of AGPT Selection, PEPEA, AKT, KFP and OSCE exam content
- The administration of practice exam content for the assessments
- Management of Item Bank
- Quality Assurance and review of Conjoint exams for Hong Kong and Malaysia

## Your Role

Reporting directly to the Assessment Development Manager the National Clinical Lead Assessment is responsible for the provision of advice and the delivery of major projects and ongoing activities concerned with the design, development, implementation, maintenance and evaluation of the RACGP's Assessments and its underlying framework. The Clinical Lead works closely with Assessment Development Manager and other senior employees within Education Services, across other RACGP departments and a wide range of external partners and stakeholders as required.

The role focuses upon the development and implementation of a robust assessment framework underpinned by the concept of the general practice 'life-cycle'. The role has particular emphasis on the integration and coherence of assessment from entrance through to fellowship. Implicit in the role is consideration of how assessments are designed and delivered throughout the professional lifecycle of the general practitioner including pre-general practice, general practice under supervision and general practice post fellowship. The emphasis being to ensure that progression of knowledge and skills are assessed and recorded within a consistent and longitudinal structure governed by a comprehensive policy framework, quality service delivery, coordinated provider networks, directed resource deployment and purposeful cost structure/budget maintenance. The role has a direct reporting line to the Manager Assessment Development.

## Key Responsibilities

1. Manage major and complex assessment projects encompassing the stages of design, development and life-cycle evaluation of RACGP assessment portfolio
2. Provide specialist general practice education and assessment advice particularly in relation to the RACGP assessment portfolio ensuring integration and consistency across all assessments their underlying frameworks, systems & processes, reports and data pipelines
3. Support the formulation of long-term strategic plans to improve RACGP assessment offerings
4. Assist in the research and development of RACGP assessments and processes by assessing information being presented domestically and internationally on medical education with emphasis on assessment and the applicability to the RACGP assessments
5. Manage stakeholder consultations and relationships including representing and presenting the RACGP Assessments in workshops, seminars, conferences and meetings
6. Support key stakeholders and employees involved in assessment development by providing strategic oversight and advice on various development activities including RACGP assessment calendar, assessment content review, its sign off , underlying processes and standard setting etc
7. Develop reports as required
8. Contribute to the design, development, review and further enhancement of RACGP Assessments (AGPT selection, PEP Entrance, in-training assessments and Fellowship exams) and related processes, including assessment master blueprint as required
9. Deliver agreed Work Plan Goals – to be developed in conjunction with the Manager
10. Participate in the RACGP annual performance review process with Assessment Development Manager

## Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

## Your Relationships

Your role requires interaction with the following stakeholders:

### RACGP:

- GM Education Services
- GM Fellowship Pathways
- Assessment Development Manager
- Assessment Operations Manager
- Assessment Development/Operations team
- Education Services
- National Assessment Advisors (AGPT Selection, PEPEA, KFP, OSCE)
- GP Medical Educators
- IT
- Publications and Marketing
- QI&CPD
- GP Contractors
- Senior Management and RACGP committees

### Other:

- Medical Educators
- Subject matter experts
- Government departments and agencies
- Regulatory bodies
- Representative associations
- Regional Training Organisations
- Other relevant organisations

## Key Selection Criteria

### Experience, knowledge and skills

As a **suitable** candidate, you will have:

- Experience in the General Practice environment (currently employed)
- Experience in general practice performance assessment and education/training development
- Experience in development of educational content for programs
- Understanding of RACGP Assessments
- Demonstrated capacity to implement assessment psychometrics
- Experience as a medical educator working with general practitioners in a variety of education, training and assessment settings
- Demonstrated ability to direct, motivate and manage a team of diverse individuals
- Excellent written and verbal communication skills including the capacity to write succinct and coherent reports and submissions
- Highly developed stakeholder engagement skills including a demonstrated ability to work with professional staff from disciplines outside medicine and health
- Demonstrated time management and organisational skills.
- Ability to operate and analyse with a high degree of independent judgement and initiative.

As an **ideal** candidate, you will **also** have.

- Recognition and experience in the development of change management in education system with emphasis on assessment development and design
- Demonstrated success in the establishment and quality maintenance and operational management of general practice assessments
- Demonstrated experience working with digital assessment design, development and delivery tools

### Qualifications

As a **suitable** candidate, you will have completed:

- Current membership of the RACGP
- Fellowship of RACGP
- Post graduate qualifications in education or a relevant related discipline.

As an **ideal** candidate, you will have completed a:

Post graduate qualifications in education or a relevant related discipline and a minimum of 5 years post fellowship experience in general practice performance assessment and education/training development

## Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

## Contract details:

Agreed Rate contract


## Declaration

I \_\_\_\_\_ acknowledge that I have read and understood the National Clinical Lead – Assessment 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: \_\_\_\_\_

This Position Description is approved by:

H.R:  (signature)      Date: August 2019