

Position Description

Position Title	Lead Medical Educator - Exam Support	Reporting to	National Clinical Lead - Assessment
Business Unit	Education	Direct Reports	Nil
Classification	Clinical 2	Date	February 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'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 standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining these standards, Education teams develop and deliver 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 but not limited to:

- Medical Education and Clinical Leads
- Education Strategy and Development
- Assessment Development
- Assessment, Examination and Selection Operations
- Education Governance
- Accreditation Programs, Evaluation and Quality, Education Research
- National Clinical Lead Assessment Operations & Committee Liaison
- Training Programs
- Information & Data Systems

The Assessment Development team focuses 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
- Development of the Workplace-Based assessment programme (WBA),
- Content creation and review for AGPT Selection Assessment Applied Knowledge Test (AKT), Key Feature Problem (KFP) and Clinical Competency Exam (CCE) including their practice exams
- Development of Exam support programme
- Management of Quality Assurance processes
- Quality Assurance and review of Conjoint exams for Hong Kong and Malaysia

Your Role

The senior medical educator for exam support oversees the delivery of the exam support programme at the national level. To develop and review national standardised materials in order to allow delivery of an equitable exam support programme for all trainees across the country. This will comprise of pre-exam support materials for use by regional and local Medical Educators, developing materials for post exam feedback to those trainees who are not successful in their exam and the development and delivery of progress testing using recently used FRACGP items,

You will be working with national medical educators to develop the content, as well as working closely with the National Assessment Advisors for each component of the FRACGP assessments.

You will develop materials and training for Regional and local medical educators to deliver a nationally consistent exam support programme.

Key Responsibilities

- Work with the National Clinical Lead for Assessment to develop and deliver a national model for exam support – whilst the emphasis of this role is pre-exam support, you will also contribute to the exam support program as a whole
- Work with the national based MEs to develop the rolling progress test content, delivered on a quarterly basis, as well as linked materials for delivery of national, regional and local pre-exam support delivery
- Ensure delivery of high-quality educational content within the exam support programme
- Support all assessment quality assurance processes
- Liaise with relevant stakeholders in the development of the exam support programme
- Develop content for the Examination Support Online (ESO) modules relevant to examination preparation and working with the relevant NAAs to ensure they remain cotemporary with the FRACGP assessments
- Attend relevant committee meetings and working groups
- Attend scheduled meetings
- Assist in the research and development of RACGP assessments and processes.

- Contribute to the development and delivery of the RACGP assessments including selection and in-house assessments
- Adhere to the delivery timelines stipulated for all Assessment related tasks.
- Participate in the RACGP Performance Review Cycle.
- In consultation with you line manager, deliver agreed Work Performance Goals.
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- FRACGP
- Experience in General Practice Environment (currently working as a GP)
- Experience in general practice assessment and program development, particularly exam preparation programs
- Experience in development of educational content for programs
- Good analytical ability, organisational skills, time management and adaptability
- Demonstrated high level of initiative, conceptual and analytical thinking
- Highly developed communication and interpersonal skills to consult, negotiate and influence a wide range of people within the RACGP as well as external bodies.
- Demonstrated high level of attention to detail
- Understanding of RACGP Assessment

Highly Desirable

- Post graduate qualifications in medical education or related discipline.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- National Clinical Leads
- National Assessment Advisors
- Medical Educators
- Assessment Development staff
- Assessment Operations Staff
- Education services staff
- Faculty staff in all States and Territories
- RACGP Council Members
- RACGP Board and Committee Members
- Other staff in Education Services

External:

- RACGP Members