

Position Description

Position Title	Senior Medical Educator – Head of Training FSP	Reporting to	Fellowship Support Program (FSP) Director of Training
Business Unit	Education & Training	Direct reports	4+
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

The Senior Medical Educator - Head of Training FSP will provide leadership to the Fellowship Support Program (FSP) Medical Education team and oversight of education and training matters. They are responsible for leadership of all activities undertaken by their Medical Education team, distributing medical education tasks between the medical educators in their team. Head of Training key roles will be oversight of portfolios including but not limited to registrar performance management, accreditation, exam support and education development. Heads of Training will case manage issues as a point of escalation and under the delegation of the FSP Director of Training.

Key medical educator responsibilities are registrar and supervisory & practice team support, assisting with the distributing of medical education tasks between the medical educators in their team as well as providing support and an escalation pathway for other medical educators in the team. They will also contribute to strategic direction of the education program and implementation.

Key Responsibilities

- Leadership of the Medical Education team, inspiring and motivating team members to foster innovation, creativity and high performance:
 - Distributing medical education tasks between the medical educators in the team.
 - Line management duties for the medical education team.
 - Mentoring, training, developing and supporting medical education team members.
 - Building a continuous improvement and quality mindset.
 - Develop people for current and future roles and enable team members to work to the top of their scope.
- Leadership of registrar support:
 - Support the Senior Medical Education team to provide individualised training advice based on extensive understanding of the FSP GPT program requirements and application of relevant policies, including in areas of ambiguity with the training program operations team and other key administrative staff to provide oversight of training matters.
 - Provide an escalation pathway for registrar critical incidents and concerns.
- Oversight of registrar support:
 - Registrar case management.
 - Assist in day-to-day education delivery such as small group learning, induction or progress interviews, specialised work-based assessments.
 - Support and assess applicants for recognition of prior learning (RPL).
 - Provide training advice and planning.
 - Facilitate change in circumstance assistance where needed.
 - Provide pastoral support and mentoring.
 - Facilitate registrar progress, identify significant registrar progress issues and escalate to progression review panel.
- Leadership of registrar education:
 - Oversee the design and delivery of the registrar education program.
 - Support the medical education team to assess registrar competence.
 - Oversight of registrars who require additional assistance including registrars with focused learning interventions and remediation plans.

- Oversight of registrar education:
 - Manage and facilitate out-of-practice education activities in small groups.
 - Oversee, support and contribute to registrar workplace-based assessments.
 - Review progress of registrars as a member of the registrar progress review committee and sign-off on exam readiness.
 - Escalate and co-manage focused learning interventions and remediation plans with the medical education team.
- Leadership of supervisor support and education:
 - Oversee supervisor development and support.
 - Recognise supervisors requiring additional assistance and develop a plan for support.
 - Provide input into accreditation of supervisors.
- Oversight of supervisor support and education:
 - Support supervisor recruitment.
 - Support supervisors to meet supervisor accreditation requirements.
 - Ensure supervision meets the training standards.
 - Support supervisors to plan and undertake professional development.
 - Be the point of contact for supervisors for in-practice supervision and teaching advice.
 - Provide support for in-practice teaching and assessment.
 - Coordinate and facilitate small group supervisor professional development and peer networking activities.
 - Support professional development for in-practice supervisory team.
 - Support supervisors to use training IT systems.
 - Contribute to supervisor professional development events.
 - Monitor and co-manage performance with escalation to regional team as required.
 - One-on-one and group communication in relation to individual training matters.
- Training site support:
 - Work with the Accreditation Team to monitor and accredit quality training sites.
 - Together with GP Training provide support to training sites.
 - Provide case management training site support in, building training capacity, meeting accreditation requirements and meeting training standards.
- Provide a known point of contact for practice managers for training program advice and support:
 - Monitor and manage training site performance with escalation to regional team as required.
 - Communicate in relation to site specific training issues.
- Workforce planning and recruitment:
- Provide knowledge and advice to inform workforce requirements, capacity and planning.
- Work with stakeholders to increase training capacity in areas of workforce need.
- Promote general practice as a career.
 - Promote and support rural generalist and rural pathways.
- Aboriginal and Torres Strait Islander Cultural and Health Training:
 - Engage and support with Aboriginal and Torres Strait Islander health services to continue to support registrars in training.
 - Support Aboriginal and Torres Strait Islander students to consider and embark on a career in health professions.
 - Facilitate cultural safety training and mentorship by cultural educators and cultural mentors for: registrars, supervisors and training sites.
- Other:
 - Participate in relevant committees and workgroups as required.
 - Participate in the broader Medical Educator and Operational communities.
 - Participate in exam preparation activities.
 - Liaise with Aboriginal and Torres Strait Islander communities and health services.
 - Provide advice on RACGP training policies and procedures.
 - Manage training records, data collection and reporting requirements.
 - Ensure workplace health & safety standards are in place and act as a safety role model to ensure the safety of all people through appropriate anticipation, identification and mitigation of risks.

- Ensure through your leadership approach that an inclusive working environment & culture thrives within the RACGP that focuses on outcomes for our employees that improve engagement, retention, development and productivity.
 - Develop talent and ensure diverse talent pipelines to provide succession candidates for all key leadership positions.
 - Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Fellow of the Royal Australian College of General Practitioners or equivalent.
- Extensive experience as a Senior Medical Educator with well-established broad medical educator competencies.
- Demonstrated leadership skills.
- High level organisational skills.
- Stakeholder management skills.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Chief Education and Training Officer
- Education & Training Business Unit
- CPD
- RACGP Education Committees
- RACGP Council of Censors
- RACGP Members
- RACGP Leadership team
- RACGP Faculty Managers
- RACGP employees

External:

- Commonwealth Department of Health
- Other Government departments and agencies
- Regulatory bodies
- Representative associations
- Other relevant organisations