

Position Title	RVTS & Practice Experience Program Specialist Stream Officer	Reporting to	Training Programs Manager
Department	Training Programs	Direct reports	Nil
Classification	Level C	Employment Status	Full Time fixed term until 31 December 2021
Position Number	TBC	Date	April 2020

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 practising 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 Fellowship Pathways Division maintains services, standards and processes to ensure consistent and high-quality delivery of training across all RACGP Fellowship pathways. This includes Australian General Practice Training (AGPT) Program, the Remote Vocational Training Scheme (RVTS), the Practice Experience Program (PEP), the General Practice Experience (GPE) Pathway (ending 2022), and Rural Generalism Pathway (once established). It encompasses all trainee journeys toward RACGP Fellowship. The Division has major responsibility for establishing cooperative working relationships with a range of external organisations, such as Regional Training Organisations (RTOs), the Remote Vocational Training Scheme Ltd, Government agencies and recognised representative bodies, including General Practice Supervisors' Association (GPSA), and General Practice Registrars' Association (GPRA).

Your Role

The Practice Experience Program (PEP) Specialist Stream Officer will ensure the efficient and effective coordination of two separate GP training programs – the Remote Vocational Training Scheme (RVTS) and the PEP Specialist Stream.

The RVTS is a three or four-year program that delivers structured distance education and supervision to doctors while they continue to provide general practice services in Aboriginal and Torres Strait Islander communities (in MMM 4-7 locations) and rural and remote locations (in MMM 2-7 locations) throughout Australia.

The PEP Specialist Stream is for international medical graduates (IMGs) with a recognised overseas specialist qualification who wish to qualify for Fellowship of the RACGP (FRACGP).

You will use your interpersonal and organisational skills to support the operational effectiveness of all RVTS and PEP Specialist Stream participants in accordance with all legislative, regulatory, contractual and policy obligations. This will involve monitoring participants in collaboration with the training organisation and practice from entry through to completion to ensure they fulfil their program obligations, by monitoring their completion, and facilitating relevant processes for those who are deemed eligible to receive Fellowship of the RACGP.

Key Responsibilities

1. Provide the RVTS & PEP Specialist Stream Coordinator with timely reports on the actual performance of RVTS Ltd against its contractual performance indicators with the RACGP.
2. Assist RVTS Ltd staff to resolve any administrative or operational issue with the RACGP.
3. Assist Training Programs team to submit data to the Commonwealth Department of Health on RVTS registrars as per the College Minimum Data Set (MDS) agreement.
4. Coordinate and administer the implementation of PEP Specialist Stream deliverables in line with the objectives of the program.
5. Monitor members holding *Fellowship ad eundem gradum* (FAEG) and PEP Specialist Stream participants from entry through to completion of their time in the program in accordance with all legislative, regulatory and policy obligations.
6. Monitor members holding FAEG and PEP Specialist Stream participants' fulfilment of their program obligations.
7. Maintain contact with all members holding FAEG and PEP Specialist Stream participants and answer their questions as appropriate.
8. Monitor the completion of all specified modules by PEP Specialist Stream participants and the conduct of their Workplace-Based Assessment (WBA) in a timely fashion.
9. Create relevant work plans and process instructions for the day to day operation of the PEP Specialist Stream program.
10. Ensure relevant RACGP staff receive accurate data on substantially compatible PEP Specialist Stream participants who have successfully completed the WBA and are deemed eligible to receive Fellowship of the RACGP.
11. Undertake projects and tasks as requested.
12. Deliver agreed *Work Plan Goals* – to be developed in conjunction with the Provider Number Operations Coordinator.
13. Participate in the RACGP Performance Review cycle.

Environment, Health and Safety

1. Complies with the College'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 College in relation to activities taken by the College to comply with OH&S and environmental legislation.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

RACGP managers, coordinators, clinical leads, medical educators and colleagues.
Fellowship Pathways Division team
Member Services team

External:

Regional Training Organisations (RTOs)
RACGP members
Doctors
Australian Government Department of Health (DoH)
Australian Government Department of Human Services (DHS)
GP recruitment organisations
GP practice managers and other staff .

Key Selection Criteria

Experience, Knowledge and Skills

Essential

1. Demonstrated experience developing and maintaining relationships in complex and sensitive stakeholder environments.
2. Strong program/project support experience including independently prioritising and delivering on multiple tasks.
3. Capacity to operate in a changing environment and committed to contributing to a continuous improvement culture.
4. Demonstrated experience working within a large-scale, diverse and complex organisation.
5. Strong interpersonal and inter-organisational skills to enable working with a wide range of stakeholders.
6. Ability to identify and support the resolution of complex scenarios with one or multiple stakeholders.
7. High-level written and verbal communication skills.
8. Proficiency in using Microsoft Office Suite.

Desirable

1. Experience working in the health and/or education sectors.

The successful candidate will be offered the role subject to successful outcomes in the following security and probity clearances:

- Verification of identity
- National Police Record Check

Qualifications

Essential

Desirable

- Accredited training in business, administration, project coordination or other relevant qualification.
- Knowledge of medical education, training and assessment.
- A relevant tertiary qualification.
- Previous experience in health or tertiary education.

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

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, _____ acknowledge that I have read and understood the RVTS & PEP Specialist Stream Officer position description which forms part of my employment contract from the date of issue.

I, insert name, 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	