

Position Title	National Clinical Lead, Educational Enhancement and Remediation	Reporting to	Principle Medical Education Advisor
Division	Fellowship Pathways	Direct reports	
Classification	Agreed Rate	Employment Status	Part-Time Fixed-Term (0.5 FTE)
Position Number	TBC	Date	March 2021

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 41,000 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 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 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

This medical educator role is responsible for national management of RACGP activity in the areas of trainee remediation; Training Organisation Critical Incident and Adverse Event reporting; training and education program eligibility; and, support of trainees and doctors who experience difficulty meeting training and medical registration requirements, or who may be returning to specialist General Practice in a career stage transition. The National Clinical Lead Educational Enhancement and Remediation works closely with the Principal Medical Education Advisor, the National Clinical Lead Assessment Operations, the Censor-in-Chief, and relevant management teams.

Key Responsibilities

1. AGPT remediation

Provide senior medical educator (ME) oversight of remediation activity by Training Organisations together with the remediation officer.

- Provide advice and feedback to Training Organisations as they develop, deliver and evaluate remediation activities
- Promote common robust advice on remediation processes and policies across Training Organisations
- Provide advice for potential applications for GPiT Department of Health (DoH) funded remediation activities
- Approve remediation plans and their progress and completion reporting to enable Training Organisation payments managed by the Remediation Officer
- Provide input into the submission of three-monthly remediation activity reports to DoH with the support and coordination of the Remediation Officer
- Support the process of compliance with the requirements RACGP's Australian Medical Council (AMC) accreditation as they relate to training remediation
- Provide advice to effectively manage guidelines, documents and web-pages for remediation activities

2. Training Critical Incidents and Adverse Events

Provide medical educator oversight of Critical Incident and Adverse Event reporting and management together with the Accreditation Officer, Quality and Compliance and with reference to the Principal Medical Education Advisor and the Censor-in-Chief as required.

- Provide advice and feedback to Training Organisations in their reporting and managing Critical Incident and Adverse Events
- Provide advice to effectively manage guidelines, forms and processes for Training Organisation reporting and management of Critical Incidents and Adverse Events
- Ensure that reported Critical Incidents and Adverse Events are managed effectively and that reporting requirements are met
- Lead the Quality Audit program of activities related to Critical Incident and Adverse Events to identify systemic issues that warrant actively addressing
- Work with the Accreditation Officer to provide regular reports on trends and emerging issues to the Council of Censor meetings
- Advise the Censor in Chief and Principal Medical Education Advisor of key high stake Critical Incidents and overall trends in Critical Incidents and Adverse Events
- Integrate Critical Incident and Adverse Event reporting data to support Training Organisation Evaluation and Accreditation monitoring activities
- Support the process of compliance with conditions and recommendations of the RACGP's Australian Medical Council (AMC) accreditation through application of quality control processes in relation to training Critical Incidents and Adverse Events

3. Support of GPs in Training (GPiT)

This part of the role has two components

1. Medical educator management of GPiT for special considerations, particularly in relation to assessment requirements. This is done in collaboration with the Education Council's and Committees Officer and NCL – Assessment Operations
 - Review of applications that are to be presented to the weekly Censor-in-Chief meeting
 - Attend weekly Censor-in-Chief meetings
 - Make recommendations on Censorial responses to requests for special consideration

- Personalised contact with selected applicants for special consideration for mentorship in dealing with RACGP assessment and education program requirements

2. RACGP National Faculty for GPs in Training support
 - Mentorship and support to GPiT Faculty Chair and Coordinator

4. **GPs requiring performance management and educational support to meet medical registration conditions**

Provide senior medical educator oversight of the provision of educational support to doctors requiring performance management by AHPRA and doctors who are returning to specialist General Practice as part of a career stage transition. This is done with the support of the Remediation Officer and delivered through education providers and medical education experts contracted by the doctor requiring the support.

- Develop and review policies and procedures in relation to RACGP support of GPs requiring performance management and doctors who are returning to specialist General Practice
- Support RACGP in meeting the Australian Medical Council accreditation requirements related to supporting GPs who are returning to specialist General Practice
- Liaise with state based Medical Boards and AHPRA in supporting doctors requiring performance management
- Manage enquiries relating to GPs seeking educational support in meeting medical registration conditions
- Build capacity to support GPs requiring performance management and educational support to doctors with medical registration educational conditions
- Provide advice on the management of guidelines, documents and web pages for GP performance management and educational support

5. Eligibility and selection

Provide senior medical educator oversight of AGPT eligibility and selection, particularly in relation to decisions on the eligibility for AGPT for doctors with medical registration conditions.

- Advise the eligibility team on clinical and medical education matters
- Sit on the eligibility review panel to advise on eligibility determinations for applicants with medical registration conditions that may impact their AGPT education program participation
- Provide support for Training Organisations in selection processes for training doctors with conditions on their medical registration

6. Other

- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager
- Other duties as required.

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; and
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:

- Fellowship Pathways staff
- Education Services staff
- Member Services Staff
- Council of Censors
- National Clinical Leads
- GPs in Training Faculty
- RACGP members

External:

- RTO/RVTS Medical Educators
- Commonwealth Department of Health
- Australian Medical Council
- Medical Board Australia

Key Selection Criteria

Experience, Knowledge and Skills

1. Strong knowledge of medical education development and delivery.
2. Extensive experience as a medical educator working in a variety of education and training settings.
3. Expertise in educational innovation.
4. Experience in the establishment and delivery of educational interventions for medical practitioners.
5. Experience in risk assessment and management.
6. Strong mentorship skills.
7. Strong leadership skills
8. Demonstrated ability to collaborate and to work as part of a team.
9. Excellent written and verbal communication skills including the capacity to write succinct and coherent reports and submissions.
10. Stakeholder engagement skills including a demonstrated ability to work with professional staff from disciplines outside medicine and health.
11. Experience working with digital educational tools.
12. Demonstrated time management and organisational skills.
13. Satisfactory completion of a National Police Check may be required.

Qualifications

Essential

FRACGP or equivalent qualification

Valuable

Tertiary qualification in health education or a related field

Workplace Behaviours

In your role, you are expected to:

- Exhibit good leadership
- Have an engaging style and be able to enthuse others
- Be innovative and have a creative outlook
- Show compassion, patience, initiative and flexibility
- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

- Be transparent
- Be respectful

Classification Description

Agreed Rate

Declaration

I, (insert name) acknowledge that I have read and understood the National Clinical Lead, Educational Enhancement and Remediation 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: _____