

# Position Description

Position Title	Practice Experience Programs Director of Training	Reporting to	National Clinical Head of Rural Pathways
Business Unit	Education and Training	Direct reports	10+
Classification	Clinical 3	Date	May 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. With more than 60% of the team made up of clinical employees, including medical educators and Censors, the member experience is front and centre.

## Your Role

Reporting to the National Clinical Head of Rural Pathways, the Practice Experience Program (PEP) Director of Training, is responsible for the delivery of the Specialist Practice Experience Program and the Standard Practice Experience Program to achieve high quality support and training for participants. The role oversees medical education, assessment, participant support and remediation functions as part of program delivery. The role is also responsible for leading program strategy and development.

The PEP Director of Training is responsible for all leadership activities related to the delivery of medical education and assessment in the PEP programs.

## Key Responsibilities

- Leadership of PEP Medical Education team, including mentoring and supporting the medical education team to deliver the training program to a high quality standard.
- Ensure effective delivery of all education and assessment activities associated with the PEP Specialist training program.
- Support PEP Standard participants in meeting their training and assessment requirements to fellowship within their candidacy timeframe.
- Direction of remediation of participants when required.
- Work with the Operations Manager Fellowship Support Programs and PEP to support operation/administration staff.
- Work closely with Training Programs Lead to ensure effective operationalisation of the program.
- With the Training Programs Lead and Team Lead PEP Specialist and Post Education, ensure that reliable intake forecasting is undertaken and effective resource planning is done on the basis of this forecasting.
- Lead the development and review of the program strategy.
- Workforce planning and recruitment, supporting the training pipeline.
- 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

- Hold RACGP fellowship.

- Experience leading a team.
- Hold current Australian specialist registration in general practice without addenda.
- Experience as an OSCE/RCE/CCE examiner.
- Be CPD compliant.
- Be confident with technology including video conferencing, screen sharing, email, web portals.
- High-level written and verbal communication skills.

### Highly Desirable

- Proficiency in using Microsoft Office Suite in a SharePoint environment.
- Hold a postgraduate clinical education qualification.

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- RACGP managers, national clinical leads and medical educators
- GP Training and Education business units
- Member Engagement business unit
- RACGP employees

### External:

- Medical practices employing GPs in Training
- Aboriginal Medical Services
- Rural medical services
- GP Workforce Agencies