

Position Description

Position Title	Accreditation Officer	Reporting to	Accreditation Manager
Business Unit	Education	Direct reports	Nil
Classification	Level C	Date	September 2022

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 education and training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the education and training standards, education teams develop and deliver educational activities, 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:

- Medical Educators and Censors
- Assessment
 - Innovation
 - Selection and Fellowship Exam Development and Delivery
 - Eligibility
 - Selection Programs
 - Education Support
- Education Governance and Development
 - Education Standards and Curriculum
 - Education Strategy & Development
 - Accreditation
 - Education Governance – Committees and Policy
 - Digital Education
 - Evaluation, Quality & Research
- Continuing Professional Development (CPD)
 - CPD Projects
 - CPD Operations
 - CPD Marketing and communications
 - CPD Program Coordinators and Faculty Support
 - Leadership and Mentoring Programs

Your Role

The Accreditation Officer is a member of the Accreditation Unit and reports to the Accreditation Manager. The team is responsible for all aspects of RACGP accreditation of training organisations, training sites and supervisors, ensuring compliance with the RACGP Standards for general practice training within the RACGP Accreditation Framework.

The Accreditation Officer works with the Accreditation Program Coordinator to ensure the delivery of administrative, project monitoring and stakeholder relationship outcomes for accreditation of training organisations, training sites and supervisors.

Key Responsibilities

- Undertake processes and activities relating to the RACGP National Accreditation Framework and RACGP Standards for general practice training.
- Support the process of compliance with conditions and recommendations of the RACGP's Australian Medical Council (AMC) accreditation through application of quality control processes.
- Ensure excellent stakeholder relationship management including working with the Australian Medical Council (AMC), training organisations, accredited training sites and supervisors, accreditation stakeholders and internal staff members.
- Assist in the implementation and administration of accreditation activities and cycles such as site visits, conducting desktop audits, monitoring the conditions and recommendations set for training providers, training sites, supervisors and report writing.
- Provide support as required to GP reviewers, the Accreditation Manager and the National Accreditation Committee.



- Review confidential documentation submitted as part of the accreditation of training organisations and produce appropriate quality reports and recommendations from the audit, in consultation with GP Reviewers and the Accreditation Manager.
- Monitor confidential Critical Incident reporting and collate information for distribution to National Clinical Lead-Education Enhancement and Remediation and respond to stakeholders as directed.
- In consultation with regional and rural teams manage applications and evaluation of processes for alternative models of training, including liaison with censors as applicable.
- [Process]NS1]special training environment applications in consultation with relevant Censors and ADF team.
- Review, create and update guidelines, procedures, work instructions and manage version control.
- Provide administrative support, manage and collate regional accreditation reporting.
- Assist training providers, training sites and supervisors to meet RACGP Standards for general practice training, RACGP contract agreements and the RACGP education framework.
- Comply with all relevant workplace policies and procedures.
- Other duties as required

Qualifications and Experience

Essential

- A relevant tertiary qualification or demonstrated equivalent professional experience in business, administration, or project coordination in a related discipline.
- Ability to work flexibly, independently and as part of a team, manage tasks concurrently and maintain quality and standard whilst meeting deadlines.
- Excellent administrative skills with the ability to be well organised and accurate.
- Demonstrated experience in drafting and researching reports, making recommendations and writing documents for a wide audience.
- Ability to interpret and apply legislation and policy.
- Demonstrate initiative for tasks and planning, exercise discretion and good judgement, maintain confidentiality and contribute to continuous improvement and process development.
- Highly developed written and verbal communication skills with sensitivity with a high degree of professionalism and strong interpersonal skills.
- Proficiency in using Microsoft Office Suite, in a SharePoint environment.

Highly Desirable

- Experience working in a health related setting and/or within accreditation.
- Demonstrated understanding of contemporary medical education and training.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- RACGP managers, clinical leads and medical educators
- Education business unit
- Other RACGP employees

External:

- Australian College of Rural and Remote Medicine (ACRRM)
- Training Organisation and Remote Vocational Training Scheme (RVTS) employees
- Training sites and supervisors