

Position Title	Accreditation Officer	Reporting to	Senior Accreditation Coordinator
Department	Fellowship Pathways	Direct reports	Nil
Classification	Level C	Employment Status	Full-time, Maternity Leave Contract)
Position Number	TBA	Date	July 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 Employees 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) Pathways (ending 2022), and Rural Generalism Pathways. It encompasses all trainee journeys towards 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).

The Quality and Compliance department leads the Fellowship Pathways Division in the areas of Accreditation, GP Remediation, Quality and Educational Research. It also leads the Division in the responsibility area of Leadership and Governance.

Your Role

The Accreditation Officer (AO) is a member of the Accreditation team and reports to the Senior Accreditation Coordinator. The team is responsible for all aspects of RACGP accreditation of training organisations and 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 program for accreditation of training providers is delivered, including appropriate communication with stakeholders.

Key Responsibilities

The Accreditation Officer will:

1. Undertake processes and activities relating to the Accreditation Framework and Standards of the RACGP.
2. Ensure excellent stakeholder relationship management including working with the Australian Medical Council (AMC), Training Organisations (TOs), General Practitioner (GP) Reviewers, RACGP accreditation stakeholders and internal staff members.
3. Assist and contribute to the development and maintenance of the new RACGP Accreditation Framework, working collaboratively with the Manager Quality and Compliance, Accreditation Program Coordinator, Senior Accreditation Coordinator, General Manager Fellowship Pathways and relevant internal and external stakeholders.
4. Assist in the implementation and administration of accreditation activities and cycles such as site visits (including some interstate travel when required), training of GP Reviewers, conducting desktop audits, monitoring the conditions and recommendations set for training providers and report writing.
5. Provide support, including secretariat, as required to GP reviewers, the Chief Accreditation Officer and the Accreditation Committee (once established).
6. Review confidential documentation submitted as part of the accreditation of TOs and produce appropriate quality reports and recommendations from the audit, in consultation with GP Reviewers, the Senior Accreditation Coordinator and the Accreditation Program Coordinator.
7. Monitor confidential Critical Incident reporting and collate information for distribution to Quality and Compliance Clinical Lead, Principle Medical Education Advisor and respond to TO stakeholders as directed.
8. Monitor applications for Alternative Models of Supervision submitted by TOs.
9. Assist training providers to meet RACGP Training Standards, RACGP contract agreements and the RACGP education framework.
10. Contribute to the development and maintenance of the accreditation portal under the Accreditation Framework.
11. Participate in quality management processes to continuously improve all aspects of Accreditation.
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13. Participate in the RACGP Performance Review cycle
14. Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
15. 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
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:

- General Manager, Fellowship Pathways
- Fellowship Pathways National Clinical Leads and Principal Medical Education Advisor (PMEA)
- Quality and Compliance Manager, Coordinators and team members within the Accreditation team
- RACGP employees
- GP Reviewers

External:

- TO medical and non-medical staff
- Other General Practice education and training stakeholders

Key Selection Criteria

Experience, Knowledge and Skills

Essential

1. Ability to work flexibly, independently and as part of a team, manage tasks concurrently and maintain quality and standard whilst meeting deadlines.
2. Excellent administrative skills with the ability to be well organised and accurate.
3. Demonstrated experience in drafting and researching reports, making recommendations and writing documents for a wide audience.
4. Ability to interpret and apply legislation and policy.
5. Demonstrate initiative for tasks and planning, exercise discretion and good judgement, maintain confidentiality and contribute to continuous improvement and process development.
6. Highly developed written and verbal communication skills with sensitivity with a high degree of professionalism and strong interpersonal skills.

Desirable

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

7. Demonstrated experience building effective working relationships with a range of key stakeholders at all levels.
8. Advanced knowledge of Microsoft Office applications, particularly Word, Excel and Outlook.
9. Satisfactory completion of a National Police Check may be required.

Qualifications

Essential

1. Tertiary qualification in a relevant discipline and/or demonstrated relevant experience within education or health environment

Desirable

1. Post-secondary qualification in health
2. Lead Auditor Certification Training

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 Accreditation Officer 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: _____

This Position Description is approved by:			
H.R	(signature)	Date	