

# Position description



**Position title:** GP Registrar Medical Educator  
**Date of last revision:** August 2017

## 1 Purpose

Reporting to the Director of Training ACT and NSW and the Regional Head of Education, the primary purpose of this role is to assist in the design and delivery of the formal educational program for GP Synergy registrars. The GP Registrar Medical Educator will take a role in the planning, delivery and evaluation of the General Practice vocational training provided by GP Synergy and will work together with a senior medical educator in carrying out those tasks.

## 2 Essential duties and responsibilities

Essential duties and responsibilities include the following. Other duties may apply;

- 2.1 Provide practical assistance and support to GP registrars;
  - a) providing mentorship through regular contact and advice
  - b) liaising with and supporting GP Synergy registrars, monitoring and assisting their progress within the program, ensuring that they meet the requirements for satisfactory completion of training
  - c) providing information in response to enquiries about GP Synergy educational activities and from potential registrars
  - d) participating in relevant meetings.
- 2.2 The development and implementation of educational resources and associated responsibilities including;
  - a) curriculum development, incorporating the RACGP and ACRRM educational standards and the AGPT policies and procedures requirement
  - b) teaching delivery including individual, small and large group teaching, practice based teaching and provision of teaching materials
  - c) preparing content and presenting and speaking at relevant workshops, conferences etc.
  - d) participating in selection processes and providing orientation programs for new registrars
  - e) participating in research
  - f) developing and evaluating teaching resources
  - g) providing regular oral and written reports
  - h) participating in relevant GP Synergy planning groups and committees
  - i) assisting in on-going evaluation of all components of the education program
  - j) assisting in expanding the educational activities of GP SYNERGY to other phases of education, including undergraduate and continuing medical education, to facilitate the vertical and horizontal integration
  - k) facilitating other GP teachers' involvement in GP education.



### 3 Task specification

TASK NAME	% TOTAL WORK
Provide practical assistance and support to GP registrars	40 %
The development and implementation of educational resources and associated responsibilities	60 %
<b>TOTAL</b>	<b>100%</b>



## 4 Distinguishing factors and competencies

### 4.1 Skills and other attributes

AREA	DESCRIPTION	COMPETENCY LEVEL REQUIRED
<b>SKILLS</b>		
Computing	High level office computing skills including MS Office applications:	
	• Word processing	High
	• MS Excel	Medium
	• MS Outlook	Medium
	• MS PowerPoint	High
	• Adobe	Medium
	• Database	Medium
	• Web browsing	Medium
Communication	Written skills, writes clearly and informatively editing own work and varying writing style to suit needs	Very high
	Verbal skills, speaks clearly and persuasively and responds well to questions	Very high
	Good listening skills obtaining clarification when required	High
	Interpersonal skills	Very high
Customer service	External customer service skills	Very high
	Internal customer service skills	Very high
Coordination	Time management - ability to handle multiple tasks simultaneously	High
	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	High
	Demonstrates attention to detail, accuracy and thoroughness in work produced	Very High
	Problem solving and troubleshooting skills	High
	Document and electronic filing systems	High
Analytical	Synthesises complex or diverse information	High
	Proficient in the use of current technologies	High
	Collects and researches data	High
	Uses intuition and experience to complement data	High
	Presents numerical data	High
	Identifies data relationships and dependencies	High
	Designs workflows and procedures	High
Innovation	Displays an innovative approach to develop and improve processes	Very high
	Presents ideas, information and offers solutions with an informative and constructive approach	Very high
	Looks for ways to improve and promote quality	High

ATTITUDE AND RECOMMENDED CHARACTERISTICS		
Attitude and recommended characteristics	Propensity towards internal and external customer service	Very high
	Propensity towards being organised	Very high
	Demonstrates good judgement, takes independent actions and looks for and takes advantage of opportunities	High
	Propensity towards multidisciplinary task role and is flexible	High
	Keeps focussed and organised under 'reasonable' pressure	High
	Volunteers readily and will seek increased responsibilities	High
	Demonstrates respect for internal and external stakeholders and upholds organisational values	Very high
	Demonstrates persistence and overcomes obstacles	High
	Maintains professionalism and a positive and courteous manner	Very high
	Demonstrates sound work ethic	Very high
	Is reliable and dependable	Very high
	Sound decision making ability including consultation with relevant people in the process	High
	Balances team and individual responsibilities contributing positively to the success of the team	High
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
Is able to undertake tasks with a high attention to detail	Very high	
Takes pride in presentation, quality and efficiency of work	Very high	
COMPLEXITY		
Complexity	Requires a high degree of customer service and organisational skills	Very high
	Performs a variety of tasks in a multidisciplinary environment	High
	Performs a variety of job tasks that involve reference to multiple sets of standards and policies and confidentiality requirements	Very high
	Ability to cope with competing priorities and resources	High
SUPERVISION		
	Has the ability to work unsupervised	Very high
	Has the ability to supervise and manage staff	Very high
SAFETY AND SECURITY		
Safety and Security	Observes safety and security procedures	Very High
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	High

#### 4.2 Knowledge

Requires knowledge of requirements of Australian General Practice Training, RACGP Vocational Training Standards, ACRRM Training Standards for Supervisors and Training Posts, and GP Synergy and AGPT policy and procedures (will be provided as part of orientation and induction to the role).

A sound understanding and proficient knowledge of other relevant standards, legislation, policies and procedures.

Keeps abreast of current developments, exhibits the ability to learn and apply new skills.

#### 4.3 Working conditions

- occasional disagreeable elements such as managing the coordination of competing tasks and priorities
- occasional travel locally within the region
- other travel as required to attend relevant professional development activities, conferences and other events.

#### 4.4 Physical demands

Requires medium work demands of an office environment including off-site workshops and events from time to time.

#### 4.5 Communicates with

- Medical Educators
- Events staff
- Management and staff
- Supervisors, registrars, medical students and practice staff
- Other industry stakeholders as required

#### 4.6 Scope of authority

- Reports to the Director of Training ACT and NSW and the Regional Head of Education under the matrix reporting structure.

#### 4.7 Hours of work

Up to 16 hours per week, or as negotiated with the Regional Head of Education for six to twelve-month term. Flexibility in the days/hours of work is required. Some evening and weekend work will be required.

### 5 Qualifications

#### 5.1 Education

- Medical Practitioner with current unconditional medical registration with AHPRA,
- Current AGPT registrar, ideally completed GPT2.

#### 5.2 Experience

- Relevant and current experience as a practicing GP
- Desirable experience includes:
  - a) research ability
  - b) attainment of education qualifications
  - c) experience in medical education including an understanding of educational principles and methods of teaching and learning.



### 5.3 Other qualifications/licences/requirements

- Unrestricted motor vehicle licence (essential)
- Current medical indemnity insurance (essential).

## 6 Document Information

### 6.1 Source Documents and Cross References

GP Synergy Policies, Procedures and Employment Contract

### 6.2 Revision history

The following table shows the changes that have been made to this document.

REVIEWER	DATE	COMMENTS
JB	May 2010	Established
RC	March 2013	Revised
GL & ND	October 2015	Revised
GL & ND	July 2016	Update
ADMIN	August 2017	Update to Safety and Security

