

The Role

The Supervisor and Practice Accreditation Coordinator is a program coordinator level role providing focus on coordination of the supervisor and practice accreditation and support programs of Northern Territory General Practice Education (NTGPE).

Context

NTGPE delivers multiple education programs to different groups of learners and GP practices dispersed throughout the whole of the Northern Territory (NT). This position therefore deals with a variety of internal and external stakeholders ensuring that communication with these groups enhance NTGPE's key relationships and program delivery.

The broad environment in which NTGPE operates includes communities with high levels of need, as well as service providers and funding agencies that are keen to ensure Aboriginal health needs are better met. These factors indicate considerable scope for innovative approaches in the way NTGPE operates. It also means that NTGPE needs a flexible approach to its structure and operations. The successful applicant can expect that the position and its duties may evolve during the course of their employment with NTGPE to meet the demands of its business operations.

Location

This position is based at the NTGPE office in Darwin at Charles Darwin University, Casuarina Campus.

Supervision

This position reports to and is supervised by the Executive Manager Education and Support (EMES) and is expected to work relatively independently. This position will have supervisor responsibility for the Supervisor and Practice Accreditation Support Officer.

Salary

To be negotiated depending on qualifications and experience.

Employment Conditions

NTGPE provides a safe working environment, in a fast paced, dynamic organisation which is the lead regional training organisation in the NT for medical education and training.

NTGPE offers six (6) weeks annual leave and up to two (2) weeks personal leave.

As NTGPE maintains the status of a charitable health organisation it is able to offer significant salary sacrificing arrangements to its employees.



Hours of Work

36.75 hours per week full time equivalent (1.0 FTE), with after hours and weekend work an occasional requirement.

Contract Period

This position is offered on contract to 31 December 2022 with a minimum three (3) month probationary period.

Duties

Accreditation

- Be the administrative lead for NTGPE's Supervisor and Practice Accreditation Program;
- Liaise with training posts and supervisors around their accreditation including organisation of, scheduling and attending accreditation site visits as required;
- Work with other NTGPE staff, particularly the Lead Medical Educator (ME) Supervisor and Practice Accreditation, to provide ongoing support to training posts and supervisors;
- Work with other NTGPE staff to recruit additional training posts and supervisors and increase GP registrar training capacity;
- Be responsible for the timely follow up of all accreditation tasks;
- Liaise with the Royal Australian College of GPs (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) regarding the outcomes of NTGPE's accreditation committee meetings and any other matters as necessary; and
- Compose regular reports for NTGPE's committees and both Colleges regarding accreditation matters.
- Participation in regular committee meetings including Education Leadership Team, Accreditation Committee, Supervisor Advisory Committee, Monitoring Review Meetings and Placement Committee etc.

Practices and Supervisors

- Be first point of contact for training posts and supervisors for support not related to individual GP registrars;
- Oversight of coordination of supervisor professional development program and regional mobile office visits;
- Oversee application and allocation of CPD/PDP points for supervisor workshops, medical educator's professional development days, cultural orientation, registrar workshops and any other activities suitable for CPD/PDP accreditation; and
- Work with other NTGPE staff to recruit additional training posts and supervisors and increase GP registrar training capacity.

Accountabilities

This position is accountable for the effective functioning of the accreditation processes as per the NTGPE Training Post and Supervisor Accreditation and Monitoring Policy.

Selection Criteria

Essential

1. Excellent customer service and communication skills.
2. High level attention to detail and follow up.
3. High level computer literacy – database, spread sheets, email skills, PowerPoint.
4. Demonstrated experience working in a busy office environment with multiple competing tasks.
5. Ability to manage multiple diaries and events.
6. Demonstrated ability to maintain confidentiality and professionalism in all activities related to NTGPE's business operations, including the ability to handle difficult situations with tact and diplomacy.
7. An awareness of the application of the principles and practices of cultural safety, workplace diversity, workplace participation and a safe working environment.



Desirable

- Current NT Driver's Licence (manual) or willingness to obtain and the ability to drive 4WD vehicle or willingness to learn.

Working Conditions

This position will require sitting for many hours a day at a computer and desk, as well as lifting and bending. In this role you will drive and/or travel in a 4WD on bumpy terrain and in dusty conditions, you will also find yourself flying in light aircraft.

Values

NTGPE is committed to ensuring that we have a working environment that is welcoming and inclusive for all staff. To support this, we have adopted a core set of shared values which guides our work and creates a safe and respectful environment that fosters the best in us all. This includes dealing with our customers, stakeholders, each other and the community:

- RESPECT – work better together
- FAIRNESS – fair go for all
- WELLNESS – show we care
- INNOVATION & CONTINUOUS IMPROVEMENT – idea generators
- MAKING A DIFFERENCE – work with purpose

Police Check

Designated positions at NTGPE including this one requires a police check before employment can be confirmed.

Approved
Stephen Pincus, CEO
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