

Position Description

Lead Medical Educator, Supervisor and Practice Accreditation

The Role

Lead Medical Educator (ME), Supervisor and Practice Accreditation

Context

NTGPE delivers vocational education and training for registrars under the Australian General Practice Training (AGPT) program to the standards of the Royal Australian College of General Practitioners (RACGP) and Australian College of Rural and Remote Medicine (ACRRM) through multiple education activities 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 coordinated and cooperative approach between the education program team and other parts of the organisation, which requires 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 may be based anywhere in the Northern Territory (NT); e.g. urban (Darwin and Alice Springs); rural centres (Katherine, Tennant Creek, Nhulunbuy) or remote communities. The appointee will be required to travel throughout the NT to deliver training.

Supervision

This position reports to and is supervised by the Director of Training is expected to work relatively independently.

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 (RTO) in the NT for general practice 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 health promotion charity it is able to offer significant salary sacrificing arrangements to its employees.

Hours of Work

44.1 hours per fortnight full time equivalent (0.6 FTE), with after hours and weekend work an occasional requirement.

Contract Period

This position is offered on contract to 31 December 2021 with a minimum three (3) month probationary period.

Position Description

Lead Medical Educator, Supervisor and Practice Accreditation

Duties

In collaboration with the Director of Training (DoT) and Director of Education (DoE) provide oversight and delivery of NTGPE's:

- GP Supervisor professional development, support and accreditation
- Training practice support and accreditation
- Identifying and recruiting new GP supervisors and training practices

This position attends or provides input into the:

- Training Accreditation Committee as Chair – meets bi-monthly;
- Supervisor Advisory Committee – meets up to 4 times per year;
- Education leadership group as needed;
- ME meetings as needed;
- Mobile offices; and
- Monitoring of training posts and GP supervisors.

This position will also involve input into:

- Bi-college accreditation – preparation, planning and implementation;
- Support of relationships with other NT organisations;
- Interaction with other RTOs in relation to GP supervisors and training posts;
- Innovation;
- Quality improvement;
- Evaluation; and
- Training post and GP supervisor engagement and, if required, remediation.

- This position will work effectively within a team of educators and program coordinators to communicate effectively using various media and to attend and contribute to regular educator and program manager meetings.
- Undertake research and development work related to NTGPE's training programs.
- Promote NTGPE programs as required.
- Other duties as agreed with the DoT, DoE and CEO.

Selection Criteria

Essential:

1. Previous experience as a Medical Educator and/or GP supervisor for five years or more.
2. Hold unconditional AHPRA registration as a medical practitioner
3. Eligibility to be registered as a medical practitioner in the NT.
4. Maintaining active involvement in primary care clinical work.
5. Ability to communicate effectively and to work in multidisciplinary groups.
6. Demonstrated sound understanding of educational principles and methods of teaching.
7. Demonstrated high levels of cultural safety, particularly with respect to Aboriginal cultural aspects of training.
8. Demonstrated interest and skills in medical education, development and research.
9. Demonstrated interest and understanding of the NT Primary Care environment.

Position Description Lead Medical Educator, Supervisor and Practice Accreditation

Desirable:

- Worked extensively in cross-cultural contexts and rural and remote settings in Australia.
- Experience in postgraduate medical education.
- Prior experience in research.
- Current NT driver's licence.

Accountabilities

This position will be an integral member of the NTGPE's medical and cultural education team, working throughout the NT. The appointee will have duties in an agreed range of medical education activities, working directly with GP supervisor and training posts and within the NTGPE team. The tasks allocated will depend on clinical background and skills.

Working Conditions

This position will require sitting for many hours a day at a computer and desk. In this role you are likely to travel in a 4WD vehicle and/or a 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

Ochre Card

Designated positions at NTGPE including this one requires a current Ochre Card (NT working with children clearance) before employment can be confirmed.

Approved

Stephen Pincus, CEO
2019 May 17