



Director of Medical Education and Training

Introduction:

Murray City Country Coast GP Training is seeking expressions of interest for the position of Director Medical Education and Training. The position vacant is subject to Murray City Country Coast being successful in its tender to deliver the Australian General Practice Training (AGPT) program for the region of western Victoria.

If successful, Murray City Country Coast GP Training intends to provide innovative training opportunities with flexibility to tailor individual training programs to meet the identified learning needs and interests of Registrars.

The diversity of the regions of our organisation will provide General Practice Registrars with rich and varied professional and personal experiences. The program provides opportunities from inner urban general practice to procedural skills training with training posts in anaesthetics, emergency medicine, procedural paediatrics and levels B and C obstetrics.

Expressions of interest, along with your curriculum vitae, should be sent to Greg McMeel at greg.mcmeel@sgpt.com.au no later than 20 September 2015.

POSITION DESCRIPTION

You are required to:

- (a) In the discharge of your duties and the exercise of your powers, authority and discretion, observe and comply with the directions, restrictions, policies and procedures and regulation of the Employer, made or given from time to time;
- (b) Comply with all legal requirements, statutory or otherwise pertaining to your position and responsibilities;
- (c) At all times comply with all lawful orders and instructions given to you by the Employer or an authorised delegate of the Employer; and
- (d) Faithfully serve the Employer and at all times use your best endeavours to promote the interest of the Employer.

Title:	Director of Medical Education and Training
Reports to:	Greg McMeel, Chief Executive Officer

Location:	Within the footprint
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Our vision:

Enhancing community health and wellbeing through leadership in general practice education, training, research and workforce development.

Our mission:

Murray City Country Coast GP Training will:

Provide high quality education and training programs for GP registrars, junior doctors interested in careers as GPs and, where relevant, other general practice professionals.

Partner with general practices:

- to support integration of education, training, research and clinical governance as core elements of quality general practice;
- and universities, Primary Health Networks, hospitals and communities to plan for sustainable general practice workforces in our regions.

Position:

As the Director of Medical Education and Training (DMET) you are responsible for ensuring that the Murray City Country Coast GP Training educational program is delivered in a way that is consistent with our strategic plan and that the program adheres to the requirements of AGPT and the standards of the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).

The DMET is responsible for the recruitment and supervision of the Medical Educator team and it is expected that you will represent Murray City Country Coast GP Training at national forums.

The DMET is expected to provide leadership in the development of educational innovations and to ensure that Murray City Country Coast GP Training remains recognised nationally as a leader in General Practice educational development and delivery.

The DMET is responsible for advising the CEO on the resources required to fulfil the requirements of the education and training program. You are also expected to keep the Board informed on educational matters and on the state of the educational program.

Key Responsibilities:

EDUCATION

Provide direction and coordination of education, training and assessment activities:

- Oversees all of registrar training, including transfers, approval of ESP applications, academic applications and signing off on the completion of training.
- Provide leadership and coordination of the work of the senior medical education team and their portfolios.
- Lead the design and delivery of educational activities, meetings, workshops and information sessions for Registrars, Supervisors, Medical educators, Practices and Hospital-based placements, in collaboration with the Manager of Education and the senior education team. This will include the areas of training placement accreditation, supervisor's professional development, curriculum and workshop integration and educational enhancement (remediation).

- Manage the ongoing evaluation, research and quality improvement activities through the Manager of Education Quality
- Plan and implement the provision of supports for teaching practices, supervisors and registrars.
- Recruit Medical Education staff
- Manage the Senior Medical Education Team
- Develop the policy and procedures for the medical education program

REGISTRAR SUPPORT

- Oversee the selection of registrars to the MCCC training program
- Assume overall responsibility for monitoring registrar progress through the AGPT program and ensuring early identification and intervention occurs when necessary
- Provide advice and assistance to registrars in difficulty
- Undertake the end of training interviews

NETWORKING AND STAKEHOLDER RELATIONS

- Develop effective professional linkages and advance the organisations position and involvement in State and National initiatives by interacting with organisations and representative groups. These are inclusive of but not restricted to the RACGP, ACRRM, AGPT, Hospitals, VACCHO, PHNs, University Departments of General Practice and with other bodies as appropriate as a representative of the organisation
- Provide support to GP and hospital Supervisors, training posts and practice managers
- Liaise and develop key relationships with relevant stakeholders
- Support initiatives to encourage vertical integration of training
- Supervise the recruitment and development of new and ongoing training posts

PROFESSIONAL DEVELOPMENT

- Contribute to the national Medical Educator workshops and conferences
- Participate in national Medical Educator leadership
- Participate in Medical Educator Continuous Professional Development
- Maintain currency in the required professional skills
- Maintain a high level of knowledge of training policy and standards

ORGANISATIONAL SUPPORT

- Provide advice to the CEO and Board on the direction and strategy of the training program
- Provide regular reports to the Board
- Contribute articles for newsletters and other relevant publications
- Attend the organisations relevant committees and sub committees.

Selection Criteria:

Mandatory

- Full and unrestricted registration by the Medical Practitioners Board.

- FRACGP/FACRRM or equivalent.
- The ability to supervise and manage medical staff.
- Extensive experience in general practice.
- A strong commitment to and understanding of general practice education in Victoria.
- Experience working in medical and health professional education.
- Highly developed interpersonal, time management and communication skills.
- Proven ability to contribute meaningfully to program development and implementation.
- Demonstrated ability to work with colleagues and stakeholders to develop effective working relationships and partnerships.

Occupational Health & Safety:

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment, being familiar with OH&S legislation and by participating in OH&S training or drills where required.

Continuous Quality Improvement:

Identify continuous quality improvement opportunities; participate in the development of quality procedures and processes and contribute to internal and external continuous improvement activities as required.

Performance Management Framework:

Actively participate in supervision and an annual performance review.

Further information:

Greg McMeel
Chief Executive Officer
Murray City Country Coast GP Training

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