

Position Title	CPD Program Coordinator	Reporting to	State Manager, RACGP SA & NT
Business Unit	Member Engagement	Direct reports	1
Classification	Level D	Date	July 2022

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees 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

RACGP SA & NT links the RACGP to its members and stakeholders in SA and the NT and to the broader community therein. It also shapes and implements the RACGP's plans, programs and policies and promotes its ethos and standards. It does this primarily through:

- Encouraging membership in the RACGP and providing a forum for members to actively engage in RACGP initiatives and activities on behalf of the RACGP.
- Promoting collegiality and pride in the profession.
- Advocacy and leadership to promote a positive role for General Practice.
- Delivery of quality educational services.
- Identifying and addressing local aspirations, needs and opportunities.

The RACGP SA&NT's core work areas are:

- Coordinating Quality Improvement and Continuing Professional Development (CPD) in SA&NT.
- Conducting the Fellowship (FRACGP) exam in SA&NT.
- Responding to member enquiries.
- Monitoring and supporting high standards for general practice and registrar training.
- Delivering membership products and services.
- Member events and support including conferences, newsletters and social functions.

## Your Role

Through active coordination, the CPD Program Coordinator will support and enable the delivery of high quality continuing professional development to GPs in SA&NT by facilitating the development, promotion, implementation and evaluation of educational initiatives within the framework of the RACGP Continuing Professional Development (CPD) Program. In supporting general practitioners to meet their CPD Program requirements.

## Key Responsibilities

- Ensure quality and compliance with the CPD Program so that its objectives are met
- Develop, implement, deliver and evaluate education programs and initiatives
- Ensure accredited educational activities meet and comply with CPD Education Standards and requirements
- Provide operational supervision and coordination of CPD Administration and Education activities across the Faculty.
- Promote the CPD Program through liaison with stakeholders
- Manage the process of adjudication and point allocation
- Develop, interpret and evaluate the CPD Program and associated policy
- Support GPs to meet their requirements with the CPD Program
- Manage the GP CPR/BLS Train the Trainer Project to ensure the objectives are met
- Support Education Providers within the CPD Program and coordinate the Provider Agreement process
- General Administration
- Deliver agreed KPIs – to be developed in conjunction with Manager
- Other duties as directed by Management Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential

- Post graduate qualifications in health, business and/or education
- Certificate IV in Training and Assessment TAE 40110
- Experience in coordinating and promoting programs and associated activities
- Experience in developing, presenting and facilitating a range of educational activities that incorporate contemporary adult learning principles and practices
- Excellent verbal and written communication skills
- Proven ability in networking and influencing
- Demonstrated ability to consult, negotiate and build effective relationships with a variety of stakeholders
- Excellent analytical and organisational skills
- Knowledge of quality assurance and quality improvement principles and practices
- Intermediate computer skills, such as MS
- Ability to work with a high attention to detail and maintain accuracy, with good time management skills

## Highly Desirable

- Relevant tertiary qualifications in health, business and/or education
- Knowledge of records management systems
- Knowledge of membership databases
- Experience in developing, coordinating and evaluating education programs relating to general practice
- Experience working in a health related or education related organisation
- Understanding of GPs' work environment and their continuing professional development needs
- Experience in delivering training and assessment

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- RACGP SA & NT team and other Faculties
- CPD National & State Teams
- IT Department
- Finance Department
- Member Services

### External:

- RACGP Members and Members within the CPD Program
- Education Providers (Potential and existing)
- Local and national health sector stakeholders
- Practice Staff
- Practice Manager Associations
- Primary Health Networks