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Position Description

Position:	Clinical Lead, [Speciality]
Area:	Program Delivery
Reports To:	Team Leader, Workforce Skills Extension
Direct Reports:	Nil
FTE:	[to be set for each Speciality]

Your Role

The primary function of your role as Clinical Lead, [Speciality] is to coordinate and develop the delivery of appropriate [Speciality] training posts in rural and regional Victoria and provide on-going support to the medical practitioners in those training posts.

Primary Responsibilities

- Education activity design and delivery, involving the establishment of learning outcomes mapped to the RACGP and ACRRM curricula and the constructive alignment of these learning outcomes with education activities and assessment.
- Provide curriculum oversight to ensure College requirements are met and to facilitate consistency across posts.
- Support and contribute to the accreditation of [Speciality] training posts.
- Evaluate the effectiveness of education and training activities.
- Establish and maintain working relationships with hospital directors, RTO Medical Educators, Colleges/Joint Consultative Committees, Supervisors, regional and rural health services and other stakeholders.
- Participate in the selection and interview process of potential trainees.
- Provide individualised training advice to ensure trainee progress in accordance with curriculum requirements, and College and contractual standards. This requires an understanding of the architecture of training and the extent to which the interest of stakeholders are recognised and reconciled with the needs of trainees and supervisors.
- Analyse areas of strength and weakness, and contribute to professional development and learning plans for individual trainees, including quarterly review of learning plans and log books.
- Coordinate the appointment of an appropriate mentor for individual trainees and provide on-going support to ensure effective mentoring occurs.
- Work in collaboration with the Team Leader, Workforce Skills Extension, RWAV Executive and Regional Advisory Group to achieve common goals and outcomes.
- Other duties as directed.

Selection Criteria – Skills, Qualifications and Experience

Essential

- Full unconditional medical registration with Australia Health Practitioners Regulation Agency (APHRA)
- Vocational Registration and currency of clinical practice in [Speciality]
- Demonstrated sound understanding of educational principles and methods of teaching
- Understand the requirements of [Speciality] training and be able to give accurate training advice to trainees and potential trainees and assess suitable for training posts
- Excellent organisational and planning skills in managing competing priorities in a busy environment
- Strong knowledge of existing networks and how [Speciality] training operates across rural and regional Victoria
- Proven experience in building strong, positive relationships
- Proficient computer literacy skills including the capacity to effectively use the Microsoft office suite and database software
- A holder of a current driver’s license with the ability to travel to regional and rural parts of Victoria

Reviewed:	April 2016
Conducted by:	General Manager Program Delivery
Approved by:	Chief Executive Officer
Next Review:	July 2017

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature:

General Manager’s Signature:

Date: