



MURRAY CITY  
COUNTRY COAST  
**GP TRAINING**

<b>Title:</b>	Education Portfolio Manager - Research
<b>Reports to:</b>	Director of Medical Education and Training
<b>Location:</b>	Cross regional role
<b>Time Fraction:</b>	0.2

**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;
- partner with universities, Primary Health Networks, hospitals and communities to plan for sustainable general practice workforces in our region.

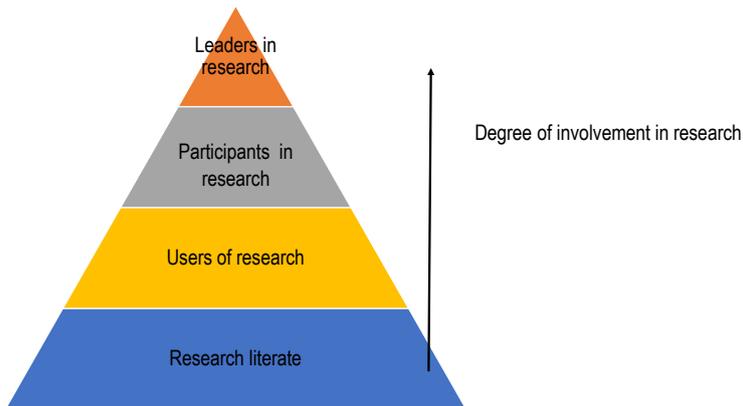
**Position Overview:**

The Regional Training Organisation (RTO) region known as Murray City Country Coast (MCCC) GP Training covers a region that encompasses North Western and North Eastern Victoria, the greater Albury region into Southern New South Wales, central Victoria, South Western Victoria and the Northern and Western metropolitan Melbourne area which covers approximately 40% of the population base of Melbourne. The primary responsibility of this organisation is delivery of the Australian General Practice Training (AGPT) program and other related education and training programs.

The Education Portfolio Manager - Research is responsible for the Research and Academic Posts portfolio with MCCC. This position is responsible for leading the team of Medical Educators in the Research and Academic Posts portfolio, and has overall responsibility for development, implementation, and review Academic Research MCCC wide.

Drawing on the Academic Health Sciences Centre model, MCCC supports the three complementary pillars of service, education and research. MCCC contributes positively to academic general practice by engaging in the creation, preservation, transfer and application of knowledge. Education Portfolio Manager - Research will lead the coordination, organisation, and planning of MCCC's research activities to realise MCCC's research vision and implement MCCC's research mission

**Figure 1. Levels of research engagement (after Glasziou, in Del Mar and Askew, 2004)**



## **Key responsibilities**

### ***General***

- To develop, implement and monitor MCCC's research strategy, research plan, and related policies in line with MCCC's vision and mission for research.
- Prepare and disseminate research performance reports and work plans for MCCC's Research committee that are aligned with MCCC's research strategy and plan. This will include attending additional MCCC meetings when co-opted (e.g. Senior Medical Education Team meetings.)
- Support and promote high quality research within the organisation and the wider general practice and primary health community. (For example, maintaining the content of MCCC's research website and advising on research content in marketing materials.)
- Participate in and develop relationships with external (research) organisations and researchers to support and encourage research relevant to MCCC's objectives.
- Participate in MCCC's research committee; working closely with the Secretary to the committee to service it.
- To identify external research funding opportunities with the aim of developing research projects that are relevant to MCCC's objectives.
- Provide research advice and guidance to medical educators and supervisors interested in research activities.
- Manage the use of MCCC's research resources and ensure that effective use is made of them.
- Liaise with MCCC's (senior) medical educators who are responsible for registrars' education and training, and supervisors' and medical educators' continuing professional development to ensure the research literacy of registrars, supervisors, and medical educators.

### ***Academic posts***

- Promote AGPT's academic training opportunities amongst MCCC registrars.
- Provide research advice and guidance to registrars applying for academic posts.
- Educate Training advisors, medical educators, and supervisors about academic posts.

- To be MCCC's 'Regional Training Organisation educator contact' for academic posts; i.e. to be the point-of-contact for registrars, medical educators, training post and university supervisors, the Colleges, and the Department of Health.
- To act as MCCC's Training Advisor for registrars undertaking an academic post; ensuring that all the Department of Health's reporting requirements are met.
- To liaise with MCCC's Finance Manager as appropriate to ensure that agreements are in place with the relevant universities to support academic registrars<sup>1</sup>.

### ***Journal Club***

- Support and promote a medical education journal club for MCCC's medical educators and other interested internal stakeholders.
- Monitor developments in the relevant academic medical education literature and contribute to MCCC's research and education culture.
- Communicate complex and conceptual ideas to those with limited knowledge.

### ***Undertaking research***

It is not expected that the post-holder will design, conduct and publish high-quality research within the position's basic time fraction. However, the post holder may be involved in the following activities, dependent on funding:

- In collaboration with stakeholders select and develop research projects
- Take a lead role in writing research grant proposals for external funding
- Lead research projects
- Conduct research collection of data, their analysis and interpretation
- Address ethical issues
- Report research findings, publish high quality papers, and contribute to MCCC' culture of academic general practice
- Present research findings at meetings at all levels – e.g. supervisors' workshops, national conferences.
- Contribute to the supervision of less experienced research employees.

### **Selection Criteria**

#### ***Essential***

1. Ability to communicate effectively and build professional teams.
2. Eligibility and preparedness to be registered as a medical practitioner.
3. Demonstrated interest in promoting education and training.
4. Ability and preparedness to travel to regional communities.
5. Research experience, preferably in medical education and/or health care
6. Teaching and learning experience

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<sup>1</sup> It is the responsibility of the Finance Manager to ensure that agreements, including the financial agreements, are in place with the universities. The Finance Manager monitors the payment schedules provides the Department of Health with requisite financial information.

7. Excellent communication skills, including writing ability and verbal presentations
8. Good interpersonal skills
9. Administrative and organisational skills, including the demonstrated ability to prioritise workload and meet deadlines
10. Demonstrated ability to operate strategically
11. Demonstrated ability to work independently and as part of a team
12. Demonstrated IT abilities, including those related to undertaking research

***Desirable***

1. Postgraduate or higher degree qualifications in education.
2. Demonstrated expertise in medical education and training.
3. Demonstrated capabilities in medical education and innovation, including areas or activities related to MCCC's programs.

**Organisational Relationships:**

***The Director of Training***

- Reports to the Director of Medical Education and Training
- Works collaboratively with other Senior Medical Educators, Medical Educators and staff of the regional offices
- Will liaise with stakeholders from various health and education organisations

**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.