



MURRAY CITY COUNTRY COAST GP TRAINING

Title:	Senior Registrar Liaison Officer
Reports to:	Director of Medical Education and Training (DMET)
Location:	Any MCCC office location
Time Fraction:	0.2

Our vision:

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

Our mission:

- To be the RTO of choice by developing organisational efficiency
- Produce high quality General Practitioners
- Retain General Practitioners in the workforce post fellowship

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 Senior Registrar Liaison Officer (RLO) will act as a team leader for the RLO team throughout MCCC. The MCCC team includes a RLO from each of the four regions of MCCC along with an ACRRM RLO. The Senior RLO will act as a liaison person between the RLO team, GP Registrars and MCCC GP Training, represent the views of GP Registrars to MCCC GP Training, facilitate communication between them and provide training support to Registrars. The Senior RLO will also participate, as requested, in the educational program for Registrars such as webinars and orientation sessions.

The Senior Registrar Liaison Officer (RLO) role has been accredited as a training role, therefore can be added to training time.

- The RLO will liaise with the MCCC GP Training staff, GP registrars, medical students, prospective GP Registrars, GP supervisors and hospital personnel as required
- To participate in the educational activities of the General Practice Training Program as requested

- To be informed about National GP Registrar issues and bring these to MCCC GP Training staff where applicable
- Opportunity for involvement in sub-committee and working groups as requested
- Opportunity for 12month position as Director of MCCC Board

Key Responsibilities:

1. Facilitate communication between the RLO team from each of the four regions of MCCC along with the ACRRM RLO.
2. Chair regular RLO team and Director of Medical Education and Training meeting. Compile agenda and record minutes. Meeting scheduled every 6-8weeks.
3. Opportunity to undertake responsibilities of MCCC Board Director position.
4. Opportunity for membership and contribution to Bi-College Accreditation and Quality Assurance Committee.
5. Facilitate communication between GP Registrars and MCCC GP Training, in particular, act as a conduit for feedback from Registrar cohort and disseminate information regarding changes to the program as a result of Registrar input
6. Provide representation and act as a contact point for MCCC GP Registrars this will include:
 - Liaise with General Practice Registrars Association (GPRA)
 - Attend GPRA Advisory Council Meetings where possible and present RLO report from MCCC. Report meeting items back to RLO team.
 - Discussion with GPRA CEO regarding registrar industrial disputes as required.
 - Facilitation of communication between GP Registrars
 - Engage in communication with the Supervisor Liaison Officer Team with joint SLO/RLO meeting annually, and Senior RLO presence at SLO meetings as appropriate throughout the year.
 - Representation of the views of GP Registrars to MCCC GP Training
 - Involvement on working groups as requested for example the Practice Match Working Group and Newly Felloved working group.
 - Provision of information and advice to GP Registrars
 - Regular monitoring of MCCC RLO email account and assist regional RLO's with enquiries as needed.
 - Preparation and delivery of exam preparation webinars for registrars.
 - Provide information about general practice vocational training to prospective GP Registrars
 - Attendance at annual Medical Careers Expo, along with attendance at hospital based careers events as required.
 - Act as liaison contact for GP registrars in their hospital training terms
 - Coordination of webinars for hospital registrars
 - Provide orientation and training support (by phone, visits, email contact and supporting documents) to new Registrars entering the training program as well as providing training support to existing Registrars as their needs require).
7. Support the recruitment of GP registrars and facilitate the exposure of junior doctors to general practice during their hospital years
8. Provide information about general practice vocational training to prospective GP Registrars
9. Assist with orientation of MCCC Registrars – contribution to orientation sessions along with preparation of orientation pack and resources.
10. Promotion / marketing (contributions to newsletter)
11. Liaise with internal and external stakeholders relevant to the position's responsibilities
12. Attend GPTEC & GPRA conferences as agreed with MCCC

13. Attend AGPT funded national RLO meeting as possible
14. Provide orientation to next RLO and Senior RLO
15. In conjunction with the Regional Head of Education and the Director Medical Education & Training, undertake succession planning for this position seeking interest from the current GPT 1 / 2 cohort with a view to commencing in GPT3 term

Selection Criteria

Essential

1. Current MCCC GP Registrar
2. MBBS or equivalent medical degree recognised by the Australian Medical Council and a medical practitioner eligible for full and unconditional medical registration with the Australian Health Practitioners Regulation Agency (AHPRA)
3. Excellent interpersonal and communications skills
4. A good understanding of the nature of General Practice
5. Ability to work effectively and co-operatively as a member of a professional team while being individually accountable
6. Ability to travel both interstate and intrastate
7. An interest in Medical Education
8. Awareness of medico-political issues affecting general practice
9. An awareness of the GP Training environment

Desirable

10. Prior RLO experience, or equivalent.

Pastoral Care

Senior RLO's will provide the RLO team and other registrars with appropriate guidance and referral to MCCC Pastoral and Learning Support or Training support services

Dispute Resolution

Senior RLOs will assist to avoid and resolve disputes arising between Registrars by:

- Developing an understanding of the National Terms and Conditions for the Employment of Registrars (NTCER), applicable training standards and the relevant policies and procedures of the AGPT and MCCC GP Training.
- Promptly identifying potential disputes and working with Registrars and MCCC GP Training to assist both parties in finding an appropriate solution.

Organisational Relationships:

- Reports to Director of Medical Education and Training
- Works collaboratively with the Medical Education team and the Local Training & Practice Support Team, the other MCCC Registrar Liaison Officers and other MCCC GP Training staff as required

Workplace 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 WH&S legislation and by participating in WH&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 performance review by the Director of Medical Education and Training as required.