



POSITION STATEMENT

Registrar Liaison Officer

Reports to

Chief Executive Officer

Supervises

Nil

Location

Melbourne or Gippsland Region

Work Hours

As and when reasonably required to fulfill the activities.

Ordinarily should not exceed 8 hours per week.

This position requires flexibility as there is some requirement to work outside normal working hours including evenings and weekends. Travel within Melbourne and Gippsland may be required depending on area or responsibility.

Annual Remuneration

Remuneration at an agreed hourly rate via service agreement

Tenure

2019 Training Year

Review date

February 2020

Enquiries

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Chief Executive Officer

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For further information refer to our website: www.evgptraining.com.au

Introduction

Eastern Victoria General Practice Training (EV) is a regional training provider that is funded by the Commonwealth Department of Health to deliver the Australian General Practice Training (AGPT) program. The AGPT program is a world class vocational training program for medical graduates wishing to pursue a career in general practice.

EV provides innovative training opportunities with flexibility to tailor individual training programs to meet the identified learning needs and interests of registrars. The diversity of our organisation provides general practice registrars with rich and varied professional and personal experiences.

EV delivers training throughout eastern, south-eastern and north-eastern metropolitan Melbourne, Mornington Peninsula and Gippsland. We are committed to providing high quality vocational education and training for general practice in rural and metropolitan environments through:

- Building on the existing strengths of the previous regional training providers;
- Developing cost efficiencies without compromising quality outcomes;
- Contributing to the health of the community through both a local and a regional focus;
- Applying the outcomes of relevant educational and clinical research; and
- Modelling best industry practice.

The leadership of EV is committed to the Values of the organisation and demonstrates these Values in every action and decision. Our Values are: Care, Capability, Commitment and Connection.

Position Overview

The Registrar Liaison Officer will support GP registrars (GPRs) enrolled in Eastern Victoria.

This is achieved by:

- Acting as a liaison between the GPRs and EV.
- Providing support and information to GPRs within EV.
- Working with the Registrar Medical Educator(s) and supporting them in their roles.

Position Requirements

Key Responsibilities

Communication

- Communication with registrars, including changes to program activities, program updates and news of upcoming events.
- Attendance at convened meetings with CEO and Director of Training.
- Keep abreast of registrar issues and pass on pertinent information to registrars as issues arise.
- Attend the General Practice Registrars Australia national conferences/meetings, subject to the number of RLOs available and within budget.
- Convey information between GP stakeholders and registrars, where relevant to do so.
- Provide support for individual registrars involving issues with the program or with their practice. This may involve discussion and/or feedback to the EV Registrar Support and Progress Coordinators.
- Provide a quarterly summary of activity/issues for possible inclusion in the CEO Report for the EV GP Training Board.

Registrar Support and Guidance

- Participate in registrar information sessions and orientation events.
- Introduce new registrars and assist existing registrars with reference to resources.
- Provide pastoral care to registrars and their families where appropriate through email contact, phone calls and face to face meeting. This support may be at a personal or practical level.
- Be a point of contact and source of information for registrars in regard to training issues such as placement concerns, accommodation issues, teaching time and exam concerns. Direct registrars to appropriate contacts for these concerns when necessary.
- Communicate with registrars at workshops, cluster groups and via email.
- Support and discuss the National Terms and Conditions for the Employment of Registrars (NTCER) through communication with registrars and practices.
- Organise social events for registrars (within approved budget).

Task	Indicative Hours Allocated per task*
Orientation day for new registrars	8 hours per day
Information session for new registrars	4 hours per session
Conference and medical educator days	10 hours per day – as needs basis
Registrar workshops	as needs basis
Evening social obligations	As needs basis
Email/telephone communication	Up to 3 hours per week
Travel Time	As needs basis
Individual Registrar issues and ongoing support	As needs basis

** Hours allocated are only indicative and should be used as a guide.*

General Requirements

- To support EV vision, mission and strategic directions.
- Develop and maintain positive stakeholder relationships.
- Maintain a thorough knowledge of the AGPT program, associated policies and procedures, Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM) training standards, and other relevant legislation and/or Australian Standards.
- Assist in the identification, preparation, implementation and review of policies, procedures and quality improvements relevant to the EV program.
- Assist with the Bi-College Accreditation process where relevant and appropriate.
- Comply with privacy legislation.

One or more RLOs may also be involved in and/or attend meetings in respect of the following:

- EV accreditation panel
- Regional Interests Advisory Group (RIAG)
- Medical Education meetings

Last Updated

January 2019