

POSITION DESCRIPTION

Position Title	Medical Educator
Functional Area	Education Development and Delivery
Date	May 2024
Reports To	Education Lead – Digital Implementation and Commercialisation
Direct Reports	Nil
Primary Objective	<p>To provide expert advice and practical support to the Education Portfolio.</p> <p>Ensure RACS' education programs, activities and resources:</p> <ul style="list-style-type: none"> • comply with RACS' strategic direction and policies • foster learning and demonstration of learning by: <ul style="list-style-type: none"> ○ incorporating evidence-based education principles ○ implementing andragogical approaches to training and assessment activities ○ utilising appropriate technologies <p>This role will teach professional development courses for fellows, supervisors, and examiners.</p> <p>They will provide educational expertise to internal and external stakeholder groups to maximise learning of both fellows and trainees.</p> <p>They will help drive innovation in accordance with best evidence medical education across RACS portfolios.</p>
Key Internal Relationships	Professional Development and Skills training team Online Learning team Examinations team CPD team
Key External Relationships	Subject matter experts (SMEs) PD Faculty Senior examiners External Medical Educators working with the Education Design Portfolio
Primary Responsibilities	<ul style="list-style-type: none"> • Provide education and training advice to the Education Portfolio teams as required. • Teach professional development courses for fellows and examiners as the lead educator. • Enhance the facilitation skills and teaching quality of RACS surgical education faculty, trainers and supervisors (for trainees and SIMG) by facilitating Professional development activities • Contribute to ongoing quality assurance, innovation and development of best practice education, training and assessment programs across RACS portfolios. • Contribute to relevant education portfolio Committee activities in the capacity of medical educator

	<ul style="list-style-type: none"> • Develop and maintain collaborative professional relationships with key internal and external stakeholders in regards to education, training and assessment. • Contribute to the implementation of projects, to assist in compliance with AMC Accreditation requirements. • Other duties as required
<p>Essential Skills, Qualifications and Personal Attributes</p>	<ul style="list-style-type: none"> • Masters of Health Education (MSc) or Equivalent qualification • Health professional background (e.g. nursing, allied health etc) • Extensive experience in: <ul style="list-style-type: none"> ○ Design, delivery and evaluation of education programs, ○ Facilitation face to face and online courses • Ability to manage concurrent projects to meet set deadlines • Flexibility and agility to adapt to changing priorities and conditions • Ability to foster relationships and work collaboratively • High level written and verbal communication skills • Desirable – experience in design, development and evaluation of eLearning packages <p>After hours and weekend work will be a requirement of this position as will travel.</p>
<p>RACS Competencies</p>	<ul style="list-style-type: none"> ❖ strives to achieve strategic objectives ❖ seeks to find better ways of working and increase stakeholder value ❖ works collaboratively and demonstrates sound reasoning ❖ effectively prioritises work and meets deadlines ❖ team player, models RACS values ❖ works with colleagues across RACS in the achievement of objectives ❖ strives to grow professionally and is open to feedback ❖ flexible and adaptive