

# Position Description for the Adult Medicine Division CouncilTrainee Representative

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| **Role** | Trainee Representative |
| **Reports to** | Adult Medicine Division (AMD) President |
| **Location** | Australia or Aotearoa New Zealand |

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| **Purpose of the Role** To advise and provide support to the Adult Medicine Division Council (AMD Council) with its responsibilities as the peak decision-making body for AMD. To represent the viewpoints and considerations of Basic or Advanced Training, relevant to necessary work undertaken within the AMD and decisions made by the AMD Council. To help guide the governance framework and direction of the AMD, including its Chapters; Addiction Medicine, Palliative Medicine and Sexual Health Medicine, in a mutually co-operative and consultative atmosphere.To fulfil the role of Trainee representative for a three-year term.  |

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| Key Stakeholders and RelationshipsAMD President, AMD Council members, Fellows and trainees of AMD, Fellows and trainees of the Chapters of Addiction Medicine, Palliative Medicine and Sexual Health Medicine and the specialty societies.  |

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| Context of the Position The AMD has By-laws to guide its operationsThe AMD Council reports to the RACP Board of Directors.There are multiple Trainee representatives (including a minimum of one Basic Trainee and one Advanced Trainee) who will support AMD Council members with their responsibilities for AMD education programs for trainees The Trainee representative will play a supporting role for Fellows of the AMD in their continuing professional developmentThe Trainee representative works to provide an active link between the College’s Trainees and the AMD. |

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| Essential Attributes * A Trainee of the College
* A member of the AMD
* Appointed by the College Trainees’ Committee
* Be fully conversant with the College Constitution, AMD By-laws, RACP Strategic Plan and the AMD Council work plan
* Demonstrated understanding of the medical education environment
* Attitudes of cooperation and high standards of ethical behaviours
* Strong administrative and organisational skills
* Commitment to quality assurance and continuous development
* Demonstrated high level written and oral communication skills.
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| Desirable Skills and Experience * Indigenous knowledge, experience and cultural competency
* Ability and willingness to challenge and probe assumptions
* High-level understanding of effective decision-making processes.
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| Key Responsibilities * Attend AMD Council meetings
* Attend Adult Medicine Division Executive Committee (AMDEX) meetings, should the member be appointed onto AMDEX
* Represent College Trainees, relevant to the work of AMD Council
* Assist the AMD Council to further develop the AMD
* Assist in ensuring that Trainees and the AMD are working productively and harmoniously
* Ensuring to adhere to the RACP’s policies on prevention of discrimination and harassment
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| Extent of AuthorityThe Trainee representative has access to the staff of the College for provision of secretarial support and professional advice. These staff are line-managed by the CEO on the basis of agreed work plans and resources as approved by the RACP Board. |