

Position Description for the Australasian Faculty of Rehabilitation Medicine (AFRM)

Role	Regional Training Coordinator
Reports to	AFRM WA Regional Committee
Location	Australia

Purpose of the Role

To support the Australasian Faculty of Rehabilitation Medicine (AFRM) training program in the region by providing direction to AFRM trainees. The Regional Training Coordinator (RTC) is a member of the AFRM WA Regional Committee.

Key Stakeholders and Relationships

Faculty President; Faculty Council, Fellows and Trainees of the AFRM.

Context of the Position

The AFRM Terms of Reference guide the AFRM Regional Committee's operations, responsibilities, and functions. The AFRM Regional Committee advises the AFRM Council of matters relevant to the Faculty in the region, promotes rehabilitation medicine in the region and provides opportunities for continuous professional development (CPD) for Faculty Fellows. AFRM Regional Committee members report to the AFRM Council and are accountable to the AFRM.

Essential Attributes

- Fellowship of the AFRM.
- Resident in the region.
- Be fully conversant with the RACP's Constitution, AFRM Regional Committee's Terms of Reference, AFRM By-laws, the RACP Strategic Plan, and the AFRM strategic and business plans.
- Demonstrated experience in leadership and understanding of governance.
- Attitudes of cooperation and positivity and high standards of ethical behaviour
- Strong administrative and organisational skills
- Commitment to quality assurance and continuous development

Additional essential attributes for this position:

- Demonstrated experience in medical education at the postgraduate level.
- Demonstrated understanding of the medical education environment in the region
- Commitment to be an advocate for trainees in the region.
- Sound knowledge of the AFRM training program requirements
- Commitment to support supervisors and mentors to undertake their task of education.
- Knowledge and understanding of modern educational principles, self-directed learning, and adult learning principles

Key Responsibilities

- Assist trainees with queries about their training.
- Advise (potential) trainees of appropriate training opportunities in the region.
- Advise potential trainees of entry requirements to the AFRM training program.
- Formulate and coordinate educational activities for local AFRM trainees.
- Attend Regional Committee meetings
- Assist in ensuring that AFRM Regional Committee works productively and harmoniously.
- Ensure good governance of the AFRM.
- Assist in aligning the AFRM strategic and business plans to the Strategic Plan of the RACP
- Assist the AFRM Council in identifying and responding to new and emerging issues in the regions relevant to AFRM as they arise.
- Ensure timely responses to requests for comment or report from the AFRM Council; and other AFRM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment.

Extent of Authority

Regional Training Coordinator of the Regional Committee has access to the staff of the Faculty to provide secretarial support and professional advice. Staff members are line managed by the College CEO on the basis of agreed work plans and resources as approved by the Board.