

Position description

College Learning Series Committee (Adult Medicine) Aotearoa New Zealand (AoNZ) Coordinator

Position context

The Committee has been established to:

- Provide a tailored lecture series for Adult Medicine Division (AMD) trainees
- Ensure the annual lecture list reflects the AMD Basic Training curriculum
- Nominate topic leads and lecturers
- Review the actions of the College Learning Series Editorial Group (Adult Medicine) and the clinical quality assurance processes which ensure that CLS AMD content is current, appropriate, helpful to basic trainees, and aligned to the curricula and assessment renewal processes

The Committee reports to the Adult Medicine Division Education Committee (AMDEC) twice a year and has Terms of Reference to guide its operations.

Members are appointed to the Committee for a period of 3 years, which can be renewed for a further 3 years.

Key stakeholders

- CLS Bi-national Coordinator (AMD)
- CLS Deputy Bi-national Coordinator (AMD)
- CLS Coordinators (AMD)
- CLS Program Manager, RACP
- Aotearoa New Zealand AMD Committee

Essential attributes

- Be a current AMD Fellow who resides in AoNZ.
- Demonstrated commitment to trainee education.
- Demonstrated involvement or interest in online medical education.
- Demonstrated understanding of the medical education environment in AoNZ
- Demonstrated experience in leadership.
- Strong links with physicians across specialties in AoNZ.
- Strong organisational skills.
- Attitudes of cooperation and positivity, and high standards of ethical behaviour.

Key Responsibilities

Regularly meet with the CLS Committee to help develop the AMD program and plan the annual lecture schedule. Meetings are 1 hour, 2-3 times a year via videoconference, with an additional full-day face-to-face meeting in Sydney.

Nominate topic leads where needed (topics are allocated to jurisdictions by the Committee).

Work with topic leads (currently Infectious Diseases and Psychiatry) to ensure the Aotearoa New Zealand lecture offering is planned and delivered.

Develop good working relationships with CLS Committee members.

Assist in ensuring the CLS Adult Medicine and Paediatrics & Child Health streams work harmoniously.

Adhere to the RACP's policies on prevention of discrimination and harassment, code of conduct, conflict of interest, travel and media.

Extent of authority

Members of the Committee have access to RACP staff for the provision of logistical and operations support.