

Position Description

Bi-National Coordinator, College Learning Series (Adult Medicine Division)

Purpose of the Position

The RACP Fellow appointed to this honorary position will chair the College Learning Series Committee (AMD) and provide clinical leadership and strategic advice to the College on the development of the Adult Medicine stream of the College Learning Series (CLS).

The CLS Committee (AMD) is responsible for:

- Developing and updating an annual program of lectures that reflects the basic training curriculum
- Nominating Fellows to lead each specialty area and supporting those Fellows to identify speakers if needed
- Overseeing the actions of the CLS Editorial Group and the clinical quality assurance processes which ensure that CLS Adult Medicine content is current, appropriate, helpful to basic trainees and aligned to the curricula and assessment renewal processes
- Providing clinical and strategic advice to the College regarding the CLS

For further detail, see the CLS Committee Terms of Reference.

Key stakeholders

CLS Committee (AMD) members; Manager, MEDLearn; CLS Product Manager (and team); CLS Bi-National Coordinator and Deputy (Paediatrics & Child Health); RACP Adult Medicine Division Education Committee (AMDEC); Basic Training Committee (AMD); Written Examination Committee (AMD); Clinical Examination Committee (AMD); and the Continuing Professional Development (CPD) Committee.

Context of the position

- The College Learning Series (CLS) is a comprehensive, online lecture series that supports Basic Trainees and reflects the curriculum.
- The Adult Medicine stream of the CLS is currently delivering its annual program of lectures, pre-recorded by nominated Fellows from across Australia and Aotearoa New Zealand. The lectures are governed by the CLS Committee (Adult Medicine).
- One of the main roles of the CLS Committee (Adult Medicine) is to ensure that the annual lecture list reflects the [renewed Adult Medicine Basic Training curriculum](#).
- All approved content is uploaded to the [College Learning Series website](#)
- The sole purpose of the CLS is to provide online content. While live lectures *can* be recorded for CLS, resources are rarely allocated to support the additional costs involved with this approach. Most lectures are recorded remotely, on the lecturer's own device, however RACP offices can operate as recording hubs for members who need support.
- The CLS Committee is a subcommittee of AMDEC and reports to this committee twice a year. This responsibility lies with the CLS Committee Chair; however, the Chair may delegate to other committee members or the CLS Product Manager.

- The CLS Committee will review the actions of the CLS Editorial Group (Adult Medicine) and the clinical quality assurance processes which ensure that Adult Medicine content is current, appropriate, helpful to basic trainees, and aligned to the curricula and assessment renewal processes. There are currently 39 members on the CLS Editorial Group (Adult Medicine).
- The position is supported by the CLS Product Manager and Program Officers in the RACP Directorate of Professional Practice.
- The RACP Central Office (Sydney) will arrange recording logistics with nominated lecturers.
- The appointed position will be for a period of three years, renewable once (maximum of 6 years).

Essential attributes

- RACP Fellowship (Adult Medicine).
- Demonstrated commitment to trainee education.
- Demonstrated involvement in online medical education.
- Demonstrated understanding of the medical education environment.
- Demonstrated experience in leadership.
- Strong links with physicians across specialties, and across Australia and Aotearoa New Zealand.
- Strong organisational skills.
- Attitudes of cooperation and positivity, and high standards of ethical behaviour.
- Previous experience with CLS desirable

Key responsibilities

- Chair the CLS Committee (AMD), ensuring the Committee's key responsibilities are met.
- Lead and engage with the CLS Committee to help develop the CLS Adult Medicine program, including planning annual lecture programs
- Commit to attendance at Committee meetings (2 x 1hr Zoom and 1 x full day face to face per year).
- Regularly meet (videoconference) with the Deputy CLS Bi-National Coordinator, CLS Product Manager, and MEDLearn Manager (generally once between each CLS Committee meeting).
- Provide strategic advice to the College on the development of the Adult Medicine stream of the CLS.
- Develop good working relationships with CLS Regional Coordinators, other committee members and the CLS Product Manager.
- Support Regional Coordinators, where needed, to nominate topic leads or find speakers.
- Actively work to ensure the CLS Adult Medicine stream works harmoniously with the CLS Paediatrics & Child Health stream.
- Adhere to the RACP's policies on prevention of discrimination and harassment, conflict of interest and the RACP Code of Conduct.
- Note the [Governance of College Bodies By-Law](#) which outlines duties of all College body members and committee chairs. The RACP will provide a College Body Induction upon appointment to this role.

Extent of authority

The position will have access to dedicated RACP staff for logistical and operations support. These staff members will have access to the broader expertise within the RACP (digital learning, IT, legal, communications).