

Victorian (VIC) Coordinator, College Learning Series – Paediatrics & Child Health - Position Description

Purpose of the Position

Supported by the College, the Fellow appointed to this honorary position will provide leadership to nominate and approach lecturers from Victoria (VIC). The appointee will sit on the College Learning Series Committee (Paediatrics & Child Health) ('CLS Committee') and work with the CLS Bi-national Coordinator and other regional coordinators to develop an annual schedule of lectures that ensures VIC provides a substantial contribution to the series.

Key Stakeholders and Relationships

CLS Bi-national Coordinator (Paediatrics & Child Health (PCH)); CLS Deputy Bi-national Coordinator (PCH); other CLS Coordinators; Program Lead MEDLearn; CLS Product Manager (and team); and the VIC Regional Committee.

Context of the Position

- The College Learning Series (CLS) is a comprehensive, online lecture series that supports Basic Trainees and reflects the curriculum.
- Lectures do not need to be re-recorded every year, but are annually reviewed for accuracy and currency.
- One of the main roles of the CLS Committee (PCH) is to ensure that the annual lecture list reflects the [new PCH Basic Training curriculum](#), particularly the [PCH Basic Training Knowledge Guides](#)
- All recorded content will go live on the [College Learning Series website](#)
- The position is supported by the CLS Product Manager and Program Officers in the RACP Professional Practice Team.
- The RACP 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 of the Paediatrics & Child Health Division and a resident of VIC.
- Demonstrated commitment to trainee education.
- Demonstrated involvement or interest in online medical education.
- Demonstrated understanding of the medical education environment in VIC.
- Demonstrated experience in leadership.
- Strong links with paediatricians across specialties in VIC.
- Strong organisational skills.
- Attitudes of cooperation and positivity, and high standards of ethical behaviour.

Key Responsibilities

- Engage with the CLS Committee to help develop the program and plan the annual lecture schedule. There are three meetings per year, including 2 via videoconference (60 minutes each), and one full day face-to-face meeting in Sydney.
- Nominate and approach speakers in VIC as agreed with the CLS Committee.
- Assist in ensuring the CLS PCH stream works harmoniously with the CLS Adult Medicine stream.
- Adhere to the RACP's policies on prevention of [discrimination and harassment](#), [code of conduct](#) and [conflict of interest](#). The RACP will provide a College Body Induction upon appointment to this role.

Extent of Authority

The position will have access to staff within the RACP Professional Practice Team for logistical and operations support. These staff members will have access to the broader expertise within the RACP (Digital Learning, IT, legal, communications).