

## Position description

### College Learning Series Committee (Adult Medicine) Western Australia (WA) 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 Curriculum Improvement & Supervision Advisory Committee 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 Product Manager, RACP
- WA Committee

#### **Essential attributes**

- Be a current AMD Fellow who resides in WA.
- Demonstrated commitment to trainee education.
- Demonstrated involvement or interest in online medical education.
- Demonstrated understanding of the medical education environment in WA.
- Demonstrated experience in leadership.
- Strong links with physicians across specialties in WA.
- 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 program. 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).

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](#).

Note the [Governance of College Bodies By-Law](#) which outlines duties of all College body members, including the CLS Committee. The RACP will provide a College Body Induction upon appointment to this role.

**Extent of authority**

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