

## Position Description for the Australasian Faculty of Public Health Medicine (AFPHM)

<b>Role</b>	Regional Education Coordinator (REC)
<b>Reports to</b>	AFPHM Faculty Training Committee
<b>Location</b>	Australia

### Purpose of the Role

To coordinate the Australasian Faculty of Public Health Medicine (AFPHM) training program in the region by supporting AFPHM trainees. The Regional Education Coordinator (REC) is a member of the AFPHM Regional Committee and the Faculty Training Committee (FTC).

### Key Stakeholders and Relationships

Faculty President, Faculty Council members, Faculty Regional Committee, Faculty Training Committee, Fellows and Trainees of the AFPHM.

### Context of the Position

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

### Essential Attributes

- Fellowship of the AFPHM
- Resident in the region
- Be fully conversant with the RACP's Constitution, AFPHM Regional Committee's Terms of Reference, AFPHM By-laws, the RACP Strategic Plan, and the AFPHM 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 AFPHM Advanced Training Program training 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

- Review of Learning Contracts (LC) and Learning Contract Reports (LCR) and sign off on individual trainee approvals and certifications in the relevant region, including but not limited to:
  - Overseas based training positions
  - Clinical and laboratory time for training placements
  - Individual trainee entry applications across Australasia
- Advise potential trainees of appropriate training opportunities in the region
- Advise potential trainees of entry requirements to the AFPHM Advanced Training Program
- Advise supervisors and mentors on remediation for Trainees in Difficulty (TiD), if requested
- Review Recognition of Prior Learning (RPL) applications along with the FTC
- Review Applications for Consideration of Exceptional Circumstances along with the FTC
- Assist in ensuring that AFPHM Regional Committee works productively and harmoniously
- Ensure good governance of the AFPHM
- Assist in aligning the AFPHM strategic and business plans to the Strategic Plan of the RACP

- Assist the AFPHM Council in identifying and responding to new and emerging issues in the regions relevant to AFPHM as they arise
- Ensure timely responses to requests for comment or report from the AFPHM Council; Faculty Training Committee and other AFPHM Committees
- Adhere to the RACP's policies, including prevention of discrimination and harassment

**Extent of Authority**

Members of the AFPHM Regional Committee have access to the staff of the Faculty for provision of professional advice and secretariat support. Staff are line managed by the RACP Chief Executive Officer on the basis of agreed work plans and resources as approved by the Board.