

POSITION DESCRIPTION



Position Title: Jurisdictional Continuing Professional Development Coordinator (JCPDC)

Introduction

The Royal Australasian College of Medical Administrators is a specialist medical college with the objective of educating medical practitioners as health service managers. The College has a responsibility to ensure that its Fellows and Associate Fellows maintain their skills and expertise through appropriate and meaningful continuing professional development. Each of the College's jurisdictions will have a Jurisdictional Continuing Professional Development Coordinator (JCPDC) to provide oversight of and support for the continuing education and development of its Fellows and Associate Fellows.

1. Tenure And Method of Appointment

In accordance with the Jurisdictional Committee Terms of Reference and the pre-requisites, qualifications and skills outlined below, the Jurisdictional Committee will request expressions of interest from its Fellows for the role of JCPDC. The Jurisdictional Committee will determine an appropriate method to appoint a co-ordinator from Fellows who have expressed interest. Jurisdictions may appoint JCPDCs where it is considered beneficial to support the functions of the role.¹

The Jurisdictional Committee will report the appointment of the JCPDC to the Education and Training Committee (ETC) and the chair of the Continuing Education Program Committee (CEPC).

The term of office of the JCPDC is three years. The Jurisdictional Committees have the right to re-appoint a JCPDC for one additional 3-year term without needing to undertake an expression of interest process.

2. Key Responsibilities

The role of the JCPDC is to:

- Contribute to a supportive environment to enable Fellows and Associate Fellows to maintain and develop their professional education and skills.
- Be an ex-officio member of their Jurisdictional Committee and to report to the committee on CEPC meetings and engage with members on CPD matters.
- Monitor, on at least a yearly basis, the CPD activities of all Fellows and Associate Fellows in their jurisdiction.
- Counsel and assist Fellows and Associate Fellows, within their jurisdiction, who are having difficulty in achieving college mandated requirements for CPD.
- Support new members to engage in jurisdictional CPD programs.
- Report to the Chair of the CEPC on the progress of Fellows and Associate Fellows, within their jurisdiction, in achieving college mandated CPD requirements.

¹ Where there is appointment of a Co-Coordinator there will be one vote per jurisdiction at CEPC meetings

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- Participate in CEPC meetings and work with committee members to:
 - Engage with College stakeholders including the Education Division, Academic Board and the Education and Training Committee (ETC) to ensure the design and development of professional development programs and resources meet the needs of members.
 - Consider and recommend to the ETC changes to the CPD program including those necessitated by changes to the professional development and recertification frameworks of the Medical Board of Australia and Medical Council of New Zealand.
 - Provide the Director of Member Services and Engagement Division with feedback and recommendations for amendments and improvements to the MyRACMA platform.
 - Identify and report any emerging issues to the ETC including both member compliance and CPD program issues.
 - Review and decide on requests from members for exemption from CPD requirements.
 - Ensure all CPD related policies are up to date and relevant as well as meeting the needs of members.
 - In conjunction with the Member Services and Engagement Division, design, develop and provide an induction program for new Fellows and Associate Fellows upon election to the college.

3. Pre-Requisites, Qualification and Skills

- Be a RACMA Fellow, preferably with minimum of 3 years' experience post Fellowship.
- Hold practicing medical registration as a Specialist Medical Administrator with Medical Board of Australia/Medical Council of New Zealand.
- Be in good standing with the College.
- Demonstrated active medical management practice skills.
- Demonstrated commitment to continuing education.
- Have a detailed knowledge of the:
 - RACMA CPD framework and policy
 - Depending on jurisdiction, the CPD requirements for registration of either the Medical Council of New Zealand or the Medical Board of Australia.
- Excellent communication and interpersonal skills.

4. Conduct

Jurisdictional Continuing Professional Development Coordinators:

- Are expected to uphold the highest professional standards and to act at all times ethically, responsibly and in the best interests of RACMA.
 - Adhere to the RACMA Officers' Code of Conduct.
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- Must remain in good standing with the College.
- Must take part in education or training for professional development as required by the College for performance in the role.
- May be subject to review of performance and activity.
- Time spent on JCPDC activities may be credited in the coordinator's annual continuing professional development program.

5. Relationships

1. Jurisdictional Committee
2. CEP Committee
3. Education and Training Committee
4. RACMA College Office Staff
5. Candidates
6. Fellows and Associate Fellows

Related Documents

Chair CEPC Position Description

Terms of Reference

- 1 Education and Training Committee
- 2 CEP Committee
- 3 Jurisdictional Committee

Policies

- RACMA Officers' Code of Conduct
- CPD Governance & Compliance Policy
- Performance/Competency and Retraining

Approved by: RACMA Board
Authorised by: Education & Training Committee
Approval Date: October 2022
Review Date: October 2025
