



Chair – GPEP Board of Studies

The Royal New Zealand College of General Practitioners (the College) is welcoming applications for the role of Chair – GPEP Board of Studies.

The GPEP Board of Studies (BoS) forms part of the College's Academic Regulatory Framework.

Purpose

The purpose of the BoS is to foster and monitor academic quality and improvements through providing expert advice to College Management of the GPEP programme, Vocational Registration Pathway, and activities to enhance and maintain the College's educational excellence by:

- Monitoring the programme to ensure the requirements of MCNZ delivery and reporting obligations are being met, to maintain and retain the Vocational Registration Advisory Body (VEAB) licence.
- Utilisation of academic and educational expertise and experience to enhance curriculum content, e-learning development, assessment, and delivery.
- In compliance with the Regulatory Framework, oversight and review of national policies and standards to support the programme delivery.
- Assurance of quality and monitoring oversight of all summative and formative assessments.
- Assurance that the agreed criteria for clinical placements and/or rotations are being applied consistently.
- Proactively initiate suggestions to management for the implementation of continuous and innovative improvements, for their scoping and prioritisation.

The committee meets formally three times a year, with additional ad-hoc meetings called if necessary. Time commitment would usually involve 3.5 hours for meeting attendance, plus pre reading, and document review. Meetings are held in person and virtually.

Core functions

- Monitoring the GPEP direction and progression within the Vocational Registration Pathway.
- Apply an education focus on future GPEP strategy and design.
- Maintaining GPEP academic standards and integrity.
- Monitoring GPEP and Vocational Registration Pathway academic risks.
- Setting and monitoring the recognition criteria of prior learning and specialist pathways.
- Monitoring of vocational registration through the availability of appropriate CPD activities.

Role of Chair

- Manage the timely and efficient running of BoS meetings with members attending both in person and online.
- Oversee the development of meeting agendas, and review of minutes and actions in conjunction with Learning EA.
- Prepare oral and written papers and submissions.
- Represent the GPEP BoS on the Academic Tāhuhu (the committee who provide expert strategic advice to the College Board on academic activities to enhance and maintain the College's educational excellence).
- Proactively and professionally collaborate with key stakeholder groups and individuals, both internal and external to the College, on matters relating to the efficient delivery of the GPEP programme, in particular:
 - Chief Executive
 - Censor in Chief
 - Head of Learning
 - Chief Examiners

Essential skills and experience

- Have been a Fellow of the Royal New Zealand College of General Practitioners for a minimum of five years.
- Hold a current practising certificate from the Medical Council of New Zealand and be in professional good standing.
- Maintain clinical skills by working a minimum of 2/10ths in General Practice .
- Demonstrate experience and knowledge of key Hauora Māori concepts and cultural safety within clinical settings with an emphasis on issues facing the Māori GP workforce.
- Have an understanding of the issues facing the rural GP workforce.
- Demonstrate experience in the delivery of quality national education programmes.

- Have previously held a College Teaching/Education or Assessment role in GPEP, eg Medical Educator, Teacher, Assessor, or Examiner.
- Knowledge of governance practices and experience in chairing and/or facilitating groups.
- Leads by example with a positive and collaborative attitude, focusing on successful and efficient delivery of the programme.
- An awareness of the economic, political, social and cultural context of the College and the health sector.
- Understands the College's obligation and Government's policy on the Treaty of Waitangi and applies knowledge in decision-making.
- Demonstrated experience as a "Thought Leader" in the Health Sector, with a natural ability to influence others through thoughtful and sound reasoning.
- Expert relationship management including building and maintaining collaborative relationships with key stakeholders.
- Excellent verbal and written communication skills and can articulate and prepare oral or written papers and submissions.
- Keeps abreast of trends and issues in the health sector and maintains knowledge through belonging to appropriate professional bodies and attending appropriate conferences, seminars, networking meetings.
- An understanding of the issues and key relationships within the New Zealand primary health and medical sector would be an advantage.

Term of office

The tenure will be for period of three years from the date of appointment.

Remuneration

Reimbursement for time directly spent on BoS activities may be claimed at the College meeting rate for Committee Chairs.

Benefits

- Being part of a supportive, highly functioning and collaborative team
- Flexibility of working arrangements
- The opportunity to 'make a positive difference' for the sector and your colleagues.
- Our people are committed to creating a contemporary and sustainable organisation, improving health equity, leading the way in education excellence, and ensuring the sustainability of quality general practice.

Our commitment to equity and diversity

Ki te hunga e āta whakaaro ana ki te tuku i te pukapuka tono mō te tūranga nei.

He Kāreti tēnei e kaingākau ana ki te reo me ngā tikanga Māori.

Mehemea e manawanui ana koe ki te āwhina i te Kāreti ki te whakatutuki i te mana hauora taurite, tēnā koa tukua mai to tono.

We want our College team to reflect the diversity of Aotearoa New Zealand and the communities that our people serve and work in. We acknowledge the impacts of inequitable health systems and care on Māori as tangata whenua, and on other groups, and are addressing these as part of our strategic direction.

Applicants with additional skills in te reo and tikanga Māori and experience in working in Māori contexts are welcomed.

Location

This role can be undertaken from any location in New Zealand however presence in Wellington is required for chairing of meetings.

How to apply

Appropriately qualified Fellows of the College and current members of the GPEP Board of Studies are welcome to apply for this role.

To apply, please send your CV and cover letter to andrea.singer@rnzcgp.org.nz before the closing date of 24 June 2025.

If you have any questions about this role, please also contact Andrea Singer (andrea.singer@rnzcgp.org.nz).