



Committee member (Fellow IMG / PSP)

GPEP Board of Studies

The Royal New Zealand College of General Practitioners (the College) is welcoming applications for the role of Fellow IMG / PSP member – 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 Education 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.

Essential skills and experience

- Have been an International Medical Graduate/Prior Specialist Pathway Fellow of the Royal New Zealand College of General Practitioners for a minimum of three years
- Demonstrate experience and knowledge of key Hauora Māori concepts and cultural safety within clinical settings
- 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
- Experience in the delivery of quality GP education programmes
- Expert relationship management including building and maintaining collaborative relationships
- Excellent verbal and written communication skills

Term of office

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

Remuneration

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

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.

How to apply

To apply, please send your CV and cover letter to andrea.singer@rnzcgp.org.nz

Applications close on 17 June 2025.

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

