

## POSITION DESCRIPTION:

# GENERAL CLINICAL TRAINING COMMITTEE (GCTC) CHAIR

## KEY RELATIONSHIPS

- Prevocational trainees
- Term Supervisors
- Director of Prevocational Education and Training (DPET)
- JMO Managers
- Director of Medical Services (DMS)

## KEY ROLES AND RESPONSIBILITIES

The Chair provides leadership to the GCTC and advocates on behalf of prevocational trainees to the senior hospital executive. Key roles and responsibilities of the Chair include:

- Evaluate the performance of the DPET annually with the medical executive or DMS or equivalent.
- Support the DPET to develop, coordinate and promote a structured, high quality prevocational training program.
- Review the performance of term supervisors and the prevocational training program.
- Ensure terms are consistent with the HETI term descriptions and that the term descriptions are reviewed annually and updated if required.
- Contribute to and confirm the accuracy of the Prevocational Training Provider Annual report submitted to HETI.
- Disclose conflicts of interest which may impinge upon the exercise of his or her duties as Chair of the Committee.

## SKILLS, KNOWLEDGE, EXPERIENCE COMPETENCIES AND BEHAVIOURS

The GCTC Chair must be an Attending Medical Officer (AMO) at the hospital with AMO responsibility for providing patient care within the scope of the term.

GCTC Chairs must have:

- an understanding of the concepts of adult education, performance monitoring and quality improvement, and
- excellent interpersonal skills.

### NAME OF HOSPITAL

To be completed by employing hospital

### RESPONSIBLE TO

Director of Medical Services (DMS) or equivalent

### MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

### ROLE OF DPET IN ACHIEVING THE MISSION OF THE HOSPITAL

(2–3 sentences to be completed by employing hospital)

The GCTC Chair provides governance to the prevocational training program and ensures that the prevocational training program supports prevocational doctors to meet their training requirements.

## VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

### **Position Holder**

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Manager**

Signature \_\_\_\_\_ Date \_\_\_\_\_