



Role descriptions and recruitment to Allied Health Rural Generalist Training Positions

Purpose of this document

This document provides information to guide organisations in developing appropriate content for an Allied Health Rural Generalist Training Position (AHRG Training Position) role description and information on strategies to assist successful recruitment.

Role descriptions

Before developing a role description or progressing recruitment processes for an AHRG Training Position refer to the information sheet *Establishing Allied Health Rural Generalist Training Positions*. The information sheet provides guidance on AHRG Training Position role requirements and associated resource implications, assessing workplace suitability for an AHRG Training Position, the benefits of implementing a position, and key questions requiring answers before establishing an AHRG Training Position.

The role description for an AHRG Training Position should be consistent with that for other positions at an equivalent level in the work unit, with the following recommended variations:

- *Title:* include “rural generalist training position” e.g. Podiatrist (Rural Generalist Training Position)
- *Employment term and Rural Generalist Program engagement:* The role description needs to specify the level or levels of the Rural Generalist Program that must be completed through James Cook University as a requirement of the employment terms. The position can complete Level 1 (12-24 months, certificate completion, 6 credit points), or Level 2 (24 months part-time study, Graduate Diploma, 24 credit points). The position can complete both articulated levels (approximately 36 months part-time study, Graduate Diploma). The articulated dual level program is appropriate for graduates and early career practitioners (up to 3 years) as it provides additional support and time for completion of training equivalent to the first 6 credit points in the program. This may support the early career professional to balance Rural Generalist Program requirements with other consolidation and learning required in the early practice period. More experienced practitioners are likely to be more suited to direct entry into the Graduate Diploma course. The support to be provided (including the duration of allocated development time and resourcing) should be made explicit in recruitment and employment documentation.
- *Employment status:* The role may be temporary or permanent, depending on the funding arrangements.
- *Fraction:* Ideally the position will be full time. Part-time funded positions may be feasible although consideration needs to be given to the balance between clinical practice and development time. It is unlikely a fraction less than 0.6FTE will be feasible.

- *Profession:* In 2017, the Level 1 Rural Generalist Program will include profession-specific training options for medical imaging, nutrition and dietetics, occupational therapy, pharmacy, physiotherapy, podiatry, and speech pathology. Other professions can enrol in inter-professional modules which account for more than half the program and augment their profession-specific clinical development with other training programs and work-based experiential learning with their supervisor.

Recognising that requirements for developing role descriptions will vary for each organisation, the following are recommendations for statements to include in the role description if the format allows.

- The *Your Opportunity* (or similar) section of the role description (if available on your template) should reference the components of the AHRG Training Position; for example:

“As an early career professional, participate in a supported two-year rural generalist development program in <<profession>> that includes: support provided by an experienced profession-specific local supervisor, a development plan with allocated development time, a formal training and assessment process, and participation in service development activities that will build rural generalist practice skills.”

- For permanent positions, the *Your Opportunity* section should establish the bounds of the additional support and designated rural generalist training time and funding:

“Participation and completion of the Level 1 Rural Generalist Program for this profession is a requirement of the Allied Health Rural Generalist Training Position. The training position provides enhanced development opportunities to support entry into rural practice, with the position reverting to a standard <<level>>, <<profession>> position at the completion of the Level 1 program or at 30 months after commencement, whichever occurs sooner.”

- The role / responsibilities section of the role description should include reference to the role of the AHRG Training Position incumbent in service development work associated with the role’s implementation; for example:

“Participate in the development of innovative rural generalist service development strategies that meet the healthcare needs of clients in <<name of service/region>>”

- The role / responsibilities section of the role description should include reference to the position’s mandatory engagement in training and development; for example:

“Participate in training and development requirements of the role as defined in the rural generalist development plan and negotiated with managers”.

Recruitment strategy

When recruiting to an AHRG Training Position, standard recruitment processes can be augmented by:

- Providing targeted information to universities for their final year student group (if applicable to the role),
- Providing targeted information to employees completing their graduate year or second year of practice in a regional or metropolitan service, or in another rural or remote service,
- Directly promoting the AHRG Training Position to:
 - final year students who completed placements in the local team in the previous 12 months,
 - early career locums employed in the team, and
 - early career professionals currently employed in temporary positions in the team or other services in the region.

Targeted strategies are particularly recommended for 'hard to fill' professions such as podiatry and medical imaging. In Queensland, these professions have had previous unsuccessful AHRG Training Position recruitment and are characterised by comparatively few pre-entry training programs, lower graduate numbers, and strong private practice recruitment.

Managers wishing to target university graduates may use their links to university clinical education coordinators to request dissemination of information or to seek opportunities to address students. If there is a local coordinating role for AHRG Training Positions or other graduate recruitment programs in your area they may also be able to assist with links to university contacts and can advise on other AHRG Training Position recruitment drives in progress.

A flyer template called *Recruitment Flyer - Allied Health Rural Generalist Training Position: Information for Applications* is available for AHRG Training Position advertising.

For more information

Resources relevant to AHRG Training Positions and the Rural Generalist Program are available through SARRAH at www.sarrah.org.au.

SARRAH can supply advice to healthcare providers, commissioning agencies and other stakeholders to support scoping, development and implementation of Allied Health Rural Generalist Training Positions.

E-mail: sarrah@sarrah.org.au

Phone: 02 6285 4960

1800 338 061

www: www.sarrah.org.au