

Continuing Medical Education (CME) Coordinator

sapmea (South Australian Postgraduate Medical Education Association) is seeking a full-time CME Events Coordinator to be responsible for the coordination of its medical education workshop program.

sapmea's rural medical education program takes much needed emergency, obstetric and other medical education face to face to rural locations across South Australia for General Practitioners (GPs), Nurses & Allied Health Professionals. The CME Coordinator has the responsibility for this program with assistance from our Medical Director and the Senior CME Coordinator. You will work with expert speakers who are specialists in their field to ensure delivery of up to date relevant practical medical education for the better health of the SA community.

The ideal person will have event coordination experience, excellent time management skills and an ability to establish and maintain strong relationships with clients, key stakeholders and suppliers.

Experience in medical education or a medical background would be an advantage but not essential as training is provided. The role involves some out of hours work at events and rural travel (hire car provided).

The role would suit someone currently employed as a CME/CPD Coordinator or an in-house event coordinator for a not for profit organisation, corporate company or association or working as an event coordinator within a venue or hotel.

Applications are required in writing together with at least two referees, no later than Monday 2nd January, 2012, marked "Confidential" and addressed to Cheryl Davey, CME Manager via cdavey@sapmea.asn.au Job description available on request.