

## **Expressions of interest: seeking Deputy Chairperson for the AMC Assessment Committee**

The Australian Medical Council is an independent national standards body for medical education. Its purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community. It is Australia's designated accreditation authority for the medical profession and works with the Medical Council of New Zealand on the accreditation of programs in New Zealand.

The AMC is seeking expressions of interest for a Deputy Chairperson of its Assessment Committee.

The Deputy Chair must demonstrate the following-

- Leadership in medical education and thorough knowledge of assessment standards in Australian medical education.
- Experience in leading teams.
- Chair of one of the following groups/panels which reports to the Assessment Committee-
  - Clinical Assessment Panel
  - MCQ Assessment Panel
  - WBA Results Panel
  - MCQ Development Group, Clinical Exam Research Group or WBA Development Group

Further information on the Committee is provided below, together with the names and contact information for the AMC staff members able to answer questions about the work.

### **Overview of the Assessment Committee**

The AMC Assessment Committee is established under the provisions of Article 17 of the Australian Medical Council Constitution (as amended 2016) to perform functions in connection with the assessment of medical practitioners for the purposes of registration.

The role of the Assessment Committee is to:

- Develop and implement examination procedures, both in Australia and overseas, to assess international medical graduates for the purposes of non-specialist registration in Australia.
- Monitor and report on the performance and outcome of AMC examinations and assessment pathways.
- Report to the AMC Directors on newly appointed members to the groups/panels, which report to the Assessment Committee.
- Report to AMC Directors on matters relating to assessment activities, research/development and projects.

- Report to General Meeting of the AMC on assessment activities and the Committees specialist sub-committees.
- Present a report to each General Meeting of the Council on examination and assessment activities and matters.

The Assessment Committee will undertake this work itself and through its specialist sub-committees which are the MCQ Assessment Panel, Clinical Assessment Panel, WBA Results Panel, MCQ and Clinical Result Panels, Clinical Examination Research Group, WBA Development Group and the CAT MCQ Development Group.

Between meetings of the Assessment Committee, the day-to-day work of the Committee will be undertaken by the Executive of the Assessment Committee. The Executive will report directly to AMC Directors as required.

The Deputy Chair will assist and advise the Chair, Chair the Assessment Committee meetings in the absence of the Chair and provide leadership in their area of experience.

The key groups with which the Assessment Committee communicates are:

- AMC Directors
- PreVAC
- Finance, Audit and Risk Management Committee

### **Time Commitment**

Chairs and Members of AMC panels are appointed for four-year terms.

- The Assessment Committee meets twice a year – face-to-face or video conference. Face-to-face meetings are held in Melbourne over one full day.
- The Assessment Committee executive meetings are held 4 times a year via video conference. The meeting timeframe is 1 – 1.5 hours.

### **Arrangements by the AMC to support Chairs and members**

The AMC:

- provides induction support for members
- pays a fee to members for participation in meetings of committees
- pays superannuation for individual members as required under Superannuation Guarantee legislation
- arranges and meets the cost of necessary accommodation and travel
- meets the cost of meals and incidental expenditure, such as taxi fares.

The AMC does not pay for time responding to correspondence (e.g. emails, phone calls) from AMC staff.

The AMC is committed to memberships that have a range of skills and experiences, diversity and different geographical locations and levels of academic, clinical or professional expertise

## Expression of interest

When the AMC is filling positions on its committees and panels by seeking expressions of interest, it sets up a selection panel for the committee. The selection panel short lists applicants and interviews those short-listed for the position.

Expressions of interest describing relevant experience and interest for the role on the Clinical Assessment Panel should be provided with a current curriculum vitae by **Friday, 23 October 2020**. The AMC expects to complete the review of applications and make a recommendation to the AMC Assessment Committee at the 17 December meeting.

The next meeting of the Assessment Committee in 2020 will be held on 17 December.

Please address expressions of interest to Professor David Prideaux and send to [megan.lovett@amc.org.au](mailto:megan.lovett@amc.org.au). The AMC will treat the information provided confidentially and use it only to assist in the shortlisting and appointment process.

For more information, please contact Megan Lovett, Senior Operations Manager, Assessment and Innovation, at [megan.lovett@amc.org.au](mailto:megan.lovett@amc.org.au).