

Expressions of interest: seeking Chair person for the AMC Clinical Assessment Panel (CAP)

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 Chairperson of its Clinical Assessment Panel Committee. The Chair must demonstrate the following-

- Leadership in medical education and thorough knowledge of assessment standards in Australian medical education.
- Previous experience in development and review of Clinical assessment items.
- Previous experience in examining at either AMC Clinical examinations or at under or postgraduate level.
- Have full and current registration with the Medical Board of Australia.
- Experience in leading teams.

Appointment to this role will include automatic appointment as Chair of the Clinical Results Panel. The panel meets separately to confirm results of the Clinical examinations and meets for a 1 hour meeting via video conference. This meeting is held three weeks following each Clinical examination cluster..

Further information on the panel 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 Clinical Assessment Panel

The Clinical Assessment Panel is one of three such groups established within the AMC Assessment Committee structure to perform specific functions in connection with the conduct of the AMC examination processes. The Clinical Assessment Panel is responsible for the AMC Clinical Examination.

The role of the Clinical Assessment Panel is to:

- Review and Sign-off on scenarios ready for use in Clinical examinations.
- Assemble the content of the AMC Objective Structure Clinical Examination (OSCE) format examination.
- Administer the OSCE Clinical examination through the work of the Clinical Exam Chairs Group and the Clinical Scenarios Writing Group and manage the development of the OSCE clinical examination and its resources.

- Maintain and update the AMC Clinical Scenarios database through regular review of content and development of new content.
- Oversight of Examiner and SP training and feedback processes.
- Consult with the Clinical Examination Research group on research projects relating to the AMC clinical examination.
- Report to the Assessment Committee and the executive of the Assessment Committee on the AMC Clinical Examination as required.

The key groups with which the Clinical Assessment Panel communicates are:

- AMC Assessment Committee
- Executive of the Assessment Committee
- Clinical Chairs Group, Clinical Scenarios Writing Group
- Clinical Examination Research Group
- Director, Assessment and Innovation
- AMC Assessment and Innovation team

Time Commitment

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

The Clinical Assessment Panel will meet five times each year – face to face. Meetings are held in Melbourne and cover two full days.

The Chair of the Clinical Assessment Panel is also required to lead Clinical Results Panel meetings, attend meetings of AMC Assessment Committee and its Executive, Clinical Examination Research Group, Assessment and Innovation/NTC meetings.

Oversight of Examiner selection and training, SP training, and feedback processes for both groups requires additional time commitments as does exam blueprinting and dealing with any issues that may arise as a result of the examinations e.g. counselling.

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 to make a recommendation to AMC Assessment Committee by its 17 December meeting.

Please address expressions of interest to Professor David Prideaux and send to 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.