

Position number:	PN031	Last reviewed:	January 2020
Designation:	Program Coordinator – Accreditation Assessments		
Classification:	Full-time	Salary Band:	Band 2
Business area:	Accreditation		
Reports to:	Manager, Accreditation Assessments		

Purpose of the Australian Medical Council (AMC)

The AMC is an independent national standards body for medical education. Its purpose is to ensure the standards of education, training and assessment of the medical profession protect and promote the health of the Australian community. It is appointed by the Medical Board of Australia to conduct accreditation functions for the medical profession under the Health Practitioner Regulation National Law.

The AMC's primary role is to set standards for medical education and training, and assessment. It works in partnership nationally with the Medical Board of Australia, other national standards and professional bodies, the medical schools and specialist medical colleges, and intern training accreditation authorities. It partners internationally with other national standards, accreditation and testing authorities. The AMC also works closely with the state, territory and federal health departments, health policy makers, junior doctors and medical students, consumers and community members.

In the Accreditation Section, there are three teams with aligned to the stages of medical education - undergraduate, prevocational and specialty training. These teams are responsible for supporting the accreditation assessments, the annual monitoring activities and the Committees that govern the AMC's activities for each stage. The AMC is looking for two Program Coordinators to provide assistance across these teams.

The role of Accreditation Program Coordinator - Assessments

The Accreditation Program Coordinator will primarily support the assessment of medical school and college programs. The position coordinates the processes and meetings, associated with accreditation assessments, including site visits, to ensure AMC accreditations follow proper processes. The accreditation assessments typically are 12-18 month projects involving detailed program planning according to established processes, logistic and operational support, front-facing stakeholder liaison, maintaining records of meetings and outcomes, and supporting the AMC Manager, expert assessment teams and education providers throughout the assessment process.

The role would suit a highly organised person, who enjoys working with teams and has strong empathy. There is scope for developing experience in applying binational standards, accreditation processes, project planning, event management and writing in a regulatory context.

Position Responsibilities

1. Assessment of education programs

Assist the lead manager by proactively planning and coordinating assessments of medical school and college programs. Activities will include:

- utilising accreditation management systems to plan and coordinate tasks for accreditation assessments to ensure completion and standard process is followed.
- maintaining up to date and accurate data in accreditation management systems and documents.
- preparing and customising standard letters and documents.
- communicating with the expert team, education providers, and other stakeholders about plans and processes for assessment visits, and providing necessary documentation to support visits and meetings.
- managing logistic arrangements and, when required, providing support at AMC meetings including assessment team meetings and visits.
- contributing to policy and process improvements.

2. Manage stakeholder consultation and engagement

Under supervision, manage AMC stakeholder consultation including:

- updating surveys, overseeing survey production and distribution, entering data, and producing survey reports.
- generating and distributing stakeholder consultation letters and forms.
- regularly reviewing and keeping up to date standard lists, documents and website entries, and developing customising stakeholder distribution lists as required.
- establishing and maintaining effective working relationships with internal and external stakeholders, particularly expert team members and accredited education providers.
- providing support on AMC accreditation assessments by effectively managing processes and communicating in a timely fashion.
- Being principal contact for enquiries concerning the AMC process for assessing medical school programs.

3. Preparation of assessment reports

Assist with the preparation and distribution of accreditation assessment reports by:

- collating and standardising team member contributions using AMC guidelines.
- ensuring reports are copyedited to AMC standard and finalised for distribution in a timely manner.

5. Contribute to AMC workshops

Collaborate with and support AMC senior staff and work team to:

- organise AMC workshops including program planning, logistic arrangements and administrative requirements
- provide on-site operational support when required

6. Contribute to records and information management

Apply AMC business rules to maintain and improve administrative, records and information systems, including online document management systems for education providers, team and committee members.

7. Other duties as directed.

Knowledge, skills and professional qualities

Professional qualities and behaviours

- Demonstrates professionalism through respecting and supporting stakeholders while ensuring AMC processes are followed.
- Self-motivated and maintains accountability for the scope of own work
- Ability to recognise limits of knowledge and responsibilities and refers appropriately
- Demonstrates commitment to review, improvement and sharing of good work practices
- Support others in the work team to achieve goals

Knowledge and skills

- Demonstrated time management, organisational and administrative skills
- Demonstrated attention to detail and consistency in completing routine tasks.
- Demonstrated ability to analyse and assemble information for communication
- Ability to write clearly to produce quality drafts of letters, documents and reports.
- Ability to interpret and apply standards, standard operating procedures and guidelines to ensure processes are applied consistently
- Excellent spoken and written communication skills for effective interactions with both internal and external stakeholders
- Experienced user of Microsoft Office software (Word, Outlook, Excel)

Additional Requirements

- Flexibility for occasional interstate travel, when permitted
- Flexibility for occasional extended hours during assessments (flexitime policy applies)

Salary and other benefits

The AMC offers competitive salaries and a range of benefits, including superannuation, flexible working arrangements etc.

AMC Values	
• Openness and Accountability • Cultural Safety and Cultural Competence • Collaboration	• Innovation • Striving for Excellence • Integrity