

Position number:	PN158	Last reviewed:	January 2020
Designation:	Program Coordinator – Accreditation Operations		
Classification:	Full-time	Salary Band:	Band 2
Business area:	Accreditation		
Reports to:	Director, Accreditation and Standards		

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 areas of work aligned to the stages of medical education - undergraduate, prevocational and specialty training. The accreditation section is 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 in this area.

The role of Accreditation Program Coordinator – Accreditation Operations

The purpose of this position is to support the work of the Accreditation Section by maintaining the Section's overall operational plan and supporting team managers to coordinate their activities. It is a varied and interesting role, assisting across the teams with project co-ordination, committee support and monitoring activities.

The successful candidate will be a highly organised person who relishes spreadsheets and gantt charts and enjoys dealing with a wide range of people in a busy environment. The role also involves exposure to accreditation processes and committee management. It would be suitable for candidates interested in developing skills in policy, project co-ordination and/or process improvement methodologies.

Position Responsibilities

1. Work with the Accreditation staff and the AMC's central governance team to schedule and monitor accreditation reviews and project work across the medical school, internship and specialist training teams. This includes:

- a) Working with the Accreditation teams to develop and maintain clear project plans showing dependencies
 - b) Planning with the governance team to ensure that Accreditation work is properly scheduled through AMC governance committees
 - c) Providing summary reports on progress and proactively identifying potential issues with scheduling
2. Contribute to the editing of AMC policy papers, reports to stakeholders, and public material:
 - maintaining registers and summaries of AMC decisions
 - contributing to the cyclical review of AMC accreditation guides templates
 - ensuring compliance with AMC style and formatting policies
 3. Support the Director and Accreditation teams with strategic projects and process improvement activities, which could involve assisting with desk-based research, development of presentations and papers and managing workshops and meetings. This may also involve working with the Policy Manager to produce basic data analysis.
 4. Assist with the implementation of the accreditation management systems and the updating of essential accreditation data:
 - supporting the business analyst and accreditation team on process improvement activities
 - maintaining the assessors and contacts database
 - data input and testing
 - corresponding with stakeholders and supporting the implementation of the new system
 5. Maintain effective working relations with stakeholders, especially staff and office bearers of education providers accredited by the AMC.
 6. Contribute to activities and projects that aim to foster improvements in medical education and the standards of accreditation of health profession education and training.
 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 to Advanced user of Microsoft Office software (Word, Outlook, Excel), database systems and project management software (desirable)

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	
<ul style="list-style-type: none">• Openness and Accountability• Cultural Safety and Cultural Competence• Collaboration	<ul style="list-style-type: none">• Innovation• Striving for Excellence• Integrity