



Australian
Medical Council Limited

Expression of Interest:

Seeking a health consumer member for the Australian Medical Council's Assessment Committee

The Australian Medical Council (AMC) is an independent national standards body for medical education and training. Our purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

The AMC is seeking expressions of interest for the position of a Consumer Member to serve as member of the AMC Assessment Committee who has a background in and knowledge of consumer health issues. There is one position available.

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

The role of the AMC Assessment Committee

The Assessment Committee is a standing committee of the AMC, established under the Constitution of the Australian Medical Council Limited to perform functions in connection with the assessment of International medical graduates for the purposes of registration.

The committee's role relates to the following objects of the Company:

- to protect the health of the Australian community through the assessment of international medical graduates;
- to develop standards, policies and procedures of assessment of international medical graduates for registration in Australia;
- to assess, or oversee the assessment of, the knowledge, clinical skills and professional attributes of international medical graduates who are seeking registration in medicine under the Health Practitioner Regulation National Law and whose qualifications are not approved qualifications under the Health Practitioner Regulation National Law for medicine;
- to advise and make recommendations to Federal, State and Territory governments, the Australian Health Practitioner Regulation Agency, the Medical Board of Australia (MBA) and State and Territory boards of the MBA and workplace based authorities in relation to:
 - matters concerning assessment standards of international medical graduates
 - matters concerning the assessment pathways of international medical graduates
 - matters concerning the recognition of qualifications of international medical graduates
 - matters concerning verification, examinations and results of international medical graduates

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- to work with international health, education, counterparts and testing authorities to bring about improvement in standards of assessment.

Responsibilities of the AMC Assessment Committee

- a) Develops policy and procedures, to assess international medical graduates for the purposes of general registration in Australia. It:
 - recommends to AMC Directors improvements to assessment and examination formats, result processes or reviews of assessment pathways
 - contributes to AMC staff and panel reviews of guidelines and templates for assessment processes.
- b) Oversees the assessment activities, performance and outcome of AMC examinations and workplace based assessment (WBA) programs, including additional assessment pathways. It:
 - considers information and data collected by AMC staff, sub-committees (as listed below) following assessment outcomes
 - considers reports and findings by the assessment reference groups and makes recommendations to AMC Directors on assessment improvements or research opportunities for the AMC
 - recommends to the AMC Directors on the appointment of members to the committee
 - appoints members to the sub-committees
 - reports to AMC Directors on examination and assessment activities and current projects relating to assessment
 - reports to the General Meetings of the Council on examination and assessment activities.
- c) Undertakes this work itself and through its sub-committees and groups by using members' operational and technological expertise. The sub-committees include:
 - MCQ Assessment Panel Sub-Committee, MCQ Result Panel Sub-Committee and MCQ Item-Writing Groups
 - MCQ Reference Group
 - Clinical Assessment Panel Sub-Committee, Clinical Result Panel Sub-Committee, Clinical Appeals Panel Sub-Committee and Clinical Item-Writing Groups
 - Clinical Examination Reference Group
 - WBA Results Panel Sub-Committee
 - WBA Reference Group.

Governance

The AMC Assessment Committee conducts business according to AMC policies and procedures approved by AMC Directors, and the Assessment Code of Conduct.

The committee:

- reports and makes recommendations to the AMC Directors as required under section 2
- reports on its activities to each general meeting of the Members of the Council.

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The key groups with which the Assessment Committee communicates, are:

- AMC Directors and Council
- Pre-Vocational Accreditation Committee (PreVAC)
- Aboriginal, Torres Strait Islander and Māori Committee
- Finance, Audit and Risk Management Committee (FARM).

Time commitment

Members of AMC Committees are appointed for four-year terms.

The Assessment Committee is scheduled to meet four times per year. Meetings will mainly occur via videoconference, with the potential for some face-to-face meetings.

Committee members have considerable reading material. They may contribute to the Committee by leading discussion on an item, by contributing to the development of policy or procedures, and in the Committee's own regular review of its work.

The AMC is committed to ensuring a range of skill sets and diversity in membership, from different geographical locations, to different academic, clinical, consumer and community experience or expertise.

Arrangements by the AMC to support 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.

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Expression of Interest

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

To express interest in membership of the Assessment Committee, please complete the form <https://www.amc.org.au/about/amc-member-and-committee-opportunities/>, together with your current curriculum vitae by **Friday, 26 November 2021**.

The AMC expects to complete the review of applications and to make a recommendation to AMC Directors in December 2021.

Please address expression of interest to Prof David Prideaux, Chair, Assessment Committee and send to zuzette.finch@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 Zuzette Kruger-Finch, Senior Executive Officer, Assessment and Innovation, at zuzette.finch@amc.org.au.

The AMC is a Company Limited by Guarantee and a registered charity. It is subject to the Corporations Act, Australian Charities and Not-for-Profits Commission Act, and operates in accordance with its Constitution.

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