

Position number:	PN139	Last reviewed:	November 2021
Designation:	Clinical Examination Administrator		
Classification:	12-month contract	Salary Band:	Band 2
Business area:	Assessment Services - Clinical Examinations		
Reports to:	Manager, Clinical Examinations and Assistant Manager (Exam Management)		
Key stakeholders:	Senior Operations Manager and Director – Assessment and Innovation		

The AMC

Purpose

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

The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

To ensure we meet our strategic goal of ensuring culturally safe practice to improve health outcomes, the AMC understands that we require Aboriginal and Torres Strait Islander and Māori Peoples in our workforce.

The AMC is committed to a working environment that is inclusive and culturally safe for all.

The AMC works closely with a number of Aboriginal and Torres Strait Islander and Māori stakeholders. It is a requirement that staff must ensure a working environment that is inclusive and culturally safe at all times.

All staff are required participate in ongoing cultural safety training.

Business Area Purpose

Assessment and Innovation is responsible for assisting international medical graduates (IMGs) from their initial enquiry regarding eligibility and application processes, through examinations, to receipt of their AMC Certificate.

The Clinical Examinations team is responsible for the development, coordination and conduct of clinical examinations and Workplace-based Assessments (WBA).

Position Purpose

The position is in the Clinical Examinations Team, AMC Assessment & Innovation. The purpose of this position is to provide high-level administrative support and coordinating relating to the conduct of the AMC's examinations.

Position Responsibilities

1. Administration support - Provide high-level administrative support in preparing for clinical examinations, panel meetings, writing groups and undertaking pre and post examination activities and support with AMC examination content work.
1. Written and verbal communication – The role requires strong written and verbal communication skills including strong attention to detail particularly in the area of exam content review and editing.
2. Contribution - Consistently contribute to the successful operation of the organisation by demonstrating leadership, accepting personal responsibility for actions and decisions, collaborating with others to achieve positive outcomes, communicating effectively to understand and be understood, and displaying professional behaviour in all activities.
3. Improvement - Proactively support continuous improvement in the work, team, and the organisation through being innovative, displaying critical thinking, and being responsive to the needs of customers and stakeholders.
4. Continuous learning - Actively seek out opportunities to expand work related knowledge, and improve personal and technical skill-sets.

Position Key Result Areas (KRAs)

1. Examination Content Support

Provide high-level support in the development and maintenance of the AMC examination content database. Ensure all deadlines and quality outcomes are met in relation to post-examination activities.

2. Meeting Preparation

Provide high-level support in Agenda preparation and post meeting action items for the Clinical Assessment Panel and Clinical Results group and writing groups.

3. Exam Preparation

Prepare examination material including sign-in lists, printing of station packs, images & QA of marksheets, candidate photo download.

4. Item Writing Groups

Attend and support clinical writing workshops, and undertake pre and post workshop actions as required.

5. Representation

Represent the AMC Clinical examination team at clinical examinations to provide coordinating support and attend Clinical Assessment Panel meeting and Item Writing groups.

6. Team support

Work effectively and contribute as part of a team, and supports others in the team to ensure goals are achieved.

Key Selection Criteria

Experience/knowledge

- Demonstrated time management skills and the capacity to establish work priorities, set and achieve realistic goals, and meet deadlines.
- Ability to communicate effectively with a diverse cross-section of AMC stakeholders both verbally and in writing.
- Demonstrated capacity to establish good working relationships with others and to function effectively as a member of a team.
- Demonstrated ability to work under pressure with minimal supervision.
- Ability to represent the AMC in a professional manner.
- High standard of accuracy and attention to detail.

Additional Requirements/Qualifications

- Experience in the administration of examinations would be highly desirable.
- Availability to travel over weekdays and weekends throughout the year.
- Experience in medical terminology and familiarity with medical professionals and educators would be highly desirable.