



Australian Medical Council Limited

Position Number:	PN031	Last Reviewed:	April 2022
Designation:	Program Coordinator – Accreditation Assessments		
Classification:	Full-time	Salary Band:	AMC Band 2
Business Area:	Accreditation		
Reports To:	Manager, Specialist Medical Program Assessment		

The Australian Medical Council (AMC)

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

The AMC develops accreditation standards and procedures for medical education and training in all phases of medical education:

- Primary medical education programs provided by university medical schools.
- Prevocational training, a year in supervised work based training.
- Specialty medical training and continuing professional development, including recognition of medical specialties.

The AMC is the accreditation authority for the medical profession in Australia and assessment of medical programs is one of its key functions. You can read about the AMC, our work and our values [here](#).

In the Accreditation Section, three teams are responsible for each stage of medical education. This role sits primarily within the Specialist Education Accreditation team that manage the assessment of specialty medical training programs and continuing professional development programs.

The Role of Program Coordinator – Accreditation Assessments

As Program Coordinator, you will support the successful assessment of specialist medical programs through implementing AMC policies and procedures. Each assessment is a complex program over 12 to 18 months, involving:

- detailed program planning and tracking of progress;
- providing support to expert teams and education providers;
- monitoring budgets and tracking expenditure;
- preparing documents including meeting agendas, reports and communications;
- maintaining accuracy of data and information;

Working closely with your Manager, you will be responsible for facets of the AMC assessment process. You will develop knowledge a in the application of AMC standards, medical education and the provision of healthcare in Australia. There will be opportunities to engage with AMC stakeholders to develop effective working relationships, and develop project management, writing and communication skills.

Position Responsibilities

1. Assessment of specialist medical education programs and education providers

Ensuring standard AMC process is followed, coordinate and complete tasks in a timely fashion for assessment visits.

- Support Manager, Specialist Medical Program Assessment or executive officer of individual accreditation assessments by proactively managing accreditation steps and operational workplan.
- Manage logistic arrangements with the education provider and expert assessment team.
- Support AMC meetings and site visits, including face-to-face/virtual arrangements and note taking.
- Prepare budget estimates and reviews, and manage invoicing process for assessment visits.
- Prepare standard letters, agendas, documents and report sections with accuracy.
- Contribute to the editing of accreditation reports.
- Provide support for desktop research and collation of information.
- Manage email inbox for specialist medical program specific enquiries.
- Contribute to policy and process improvements.

2. Information and data management

Regularly review and keep up-to-date:

- Standard stakeholder lists and surveys, templates and administrative records.
- Accreditation management systems and assessment data.
- Online document management systems.

3. Section responsibilities

As required, collaborate with senior AMC staff and/or section team to:

- Provide administrative support for annual AMC workshops and activities.
- Support medical school or prevocational accreditation assessment visits.

4. Other duties as directed.

Statement on Cultural Safety

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

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 AMC staff are required participate in ongoing cultural safety training.

Key Selection Criteria

Essential Skills and Experience

- Detail-oriented with demonstrated time management and organisational skills.
- Excellent written and spoken communication skills.
- Administrative and/or event management experience.
- Stakeholder engagement or customer support experience.

Additional Requirements/Qualifications

- Flexibility for interstate travel and occasional extended hours (required).
- Experienced user of Microsoft Office software and database systems (desirable).
- Experience applying standard operating procedures and guidelines (desirable).
- Experience in analysing and synthesising information and data (desirable).

Professional Behaviours

- Self-motivated and maintains accountability for the scope of work.
- Able to recognise limits of knowledge and responsibilities and refers appropriately.
- Adaptable and supportive of others in the work team to achieve goals.
- Inclusive and respectful, contributing to a culturally safe environment.
- Demonstrates and upholds the AMC's values.

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