

<b>Position number:</b>	PN170	<b>Last reviewed:</b>	February 2022
<b>Designation:</b>	Clinical Examination Administrator		
<b>Classification:</b>	Fulltime	<b>Salary Band:</b>	Band 2
<b>Business area:</b>	Assessment Services – Clinical Examinations		
<b>Reports to:</b>	Manager, Clinical Examinations		
<b>Key stakeholders:</b>	Senior Operations Manager, Director – Assessment and Innovation		

### Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education, training and assessment of the medical profession promote and protect the health of the Australian community.

### Business Area Purpose

Assessment Services 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 area is responsible for the development, coordination and conduct of clinical examinations and Workplace-based Assessments (WBA).

### Position Purpose

The purpose of this position is to provide administrative support relating to the conduct of the AMC's Clinical examinations.

### Position Responsibilities

Provide high level administrative support in preparing for examinations, providing support during in person and online Clinical examinations, and undertaking pre and post examination activities including scheduling of candidates and candidate email correspondence.

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.

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.

Actively seek out opportunities to expand work related knowledge, and improve personal and technical skill-sets.

## Position Key Result Areas (KRAs)

1. Candidate care

Monitor candidate scheduling, email queries, processing of withdrawals/refunds and appeal applications, QA of results and WBA assessments.

2. Meeting Preparation

Provide high-level support in Agenda preparation and post meeting action items for the Clinical Result Panel and WBA Results Panel.

3. Representation

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

4. Exam Preparation

Prepare candidate lanyards, sign-in lists & ID, printing of station packs, images & QA of marksheets, candidate photo download & printing of Candidate sign-in and results processing

5. Reporting

Preparation of candidate number reports for Accounts

6. Team support

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

## Key Selection Criteria

### Experience/knowledge

- a) Previous work experience in regard to the range of duties and responsibilities of the position, as listed above.
- b) Ability to communicate effectively and sensitively with a diverse cross-section of AMC clients and stakeholders, both orally and in writing
- c) Demonstrated capacity to establish good working relationships with others and to function effectively as a member of a team, with minimal supervision.
- d) Ability to respond well to change and adapt to changing circumstances while maintaining a high standard of work.
- e) Demonstrated ability to understand and apply established guidelines and procedures.
- f) Ability to set and maintain high standards for administrative work, including a high degree of accuracy and attention to detail.
- g) Strong organisational skills, and a capacity to set and achieve realistic goals and meet deadlines.
- h) Ability to represent the AMC in a professional manner.

### Additional Requirements/Qualifications

#### **Desirable:**

- Experience in the administration of examinations.

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

### Cultural Safety

- 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.