

Position Description

Position number:	PN231	Last reviewed:	February 2025
Designation:	Policy and Programs Officer, Medical School Accreditation		
Classification:	Two-year fixed-term contract, full-time	Salary band:	Band 4
Business area:	Accreditation		
Reports to:	Manager, Medical School Assessments		
Key stakeholders:	<p>Internal: AMC Assessment teams and reviewers, related Accreditation Committees and AMC operational staff</p> <p>External: Primary medical education providers, MDANZ, AMSA, NZMSA, LIME, AIDA</p>		

Organisational purpose

The AMC's 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.

AMC values

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| <ul style="list-style-type: none"> • Integrity • Cultural safety and cultural competence | <ul style="list-style-type: none"> • Collaboration • Openness and accountability | <ul style="list-style-type: none"> • Striving for excellence • Innovation |
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AMC commitment to cultural safety, diversity, and inclusion in the workplace

The AMC aims for a diverse workforce to reflect the Australian community we serve. We believe diversity improves ideas and results in better outcomes and our employment policies reflect our commitment to diversity and inclusion.

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/or 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 to participate in ongoing cultural safety training.

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

The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.

Business Area Purpose

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 prevocational training accreditation authorities. It partners internationally with other national standards, accreditation and testing authorities. The AMC also works closely with prevocational doctors and medical students, the state, territory and federal health departments, health policy makers, consumers and community members.

In the Accreditation Section there are four small teams with responsibility for the stages of medical education - undergraduate, prevocational and specialty training as well as a team responsible for undertaking accreditation assessments. This role sits within the medical schools team.

Position Responsibilities

The Policy and Programs Officer, Medical Schools Accreditation leads and delivers an agreed number of assessment visits within Primary Medical Education, to ensure that medical schools in Australia and Aotearoa New Zealand continue to meet accreditation standards. The role is responsible for working with and supporting small expert teams (of medical practitioners, academics, Aboriginal and/or Torres Strait Islander and Māori experts, students and community representatives) to undertake assessments of medical schools and programs and deliver high quality written reports, adhering to AMC procedures and policies.

Each assessment visit has a series of activities and meetings, culminative in a one-week visit to individual medical schools, speaking with stakeholders and observing facilities to support triangulation of information that contributes to the accreditation report. Part of the scope of the role is to develop assessor training workshops, contribute to process and policy improvements as well as supporting the work of the Medical Schools Accreditation Committee (MedSAC). The role will also maintain oversight of annual medical school accreditation assessment workplans and act as one key point of contact for stakeholder enquiries.

This role will work closely with the Manager, Medical School Assessments and program coordinators to develop programs of assessment, and will engage with others in the Accreditation section, including Head, of Accreditation Assessments, on matters of mutual interest. This position requires attention to detail, capability to synthesise complex information, excellent written and verbal communication skills, and strengths in governance, event coordination, and stakeholder engagement. It is an interesting and varied role with the opportunity to develop skills and experience in program management, standards compliance, operational and stakeholder management.

Key result areas

Working with the Manager, Medical School Assessments and medical schools team,

1. Accreditation of medical education providers and programs

- Plan and deliver accreditation assessment activities according to AMC procedures, within agreed timeframes and budgets. Responsibilities include:
 - Attending and acting as executive officer on assessment visits as agreed with Manager (about two to three visits annually)
 - Constituting and supporting assigned assessment teams over a six to twelve month period.
 - Preparing meeting agendas, communication documents and follow-up meeting actions.
 - Developing accreditation assessment visit schedules/meetings.

- Managing engagement and communication with assigned education provider.
- Providing advice on the application of AMC standards, procedures and broad policy issues.
- Delivering consistent evidence-based assessment aligned to AMC standards.
- Contribute to writing and editing of accreditation reports for committee decision.
- Manage annual and forward planning of workplans of reaccreditations, new provider and program assessments and material change assessments.
- Ensure accurate and up to date record keeping of accreditation status and history for each accredited provider and program, and of accreditation findings.
- Support systematic management of complaints about accredited providers and programs and processes. As required, support preparation of briefs and manage complainant correspondence and record keeping.

2. Training, Policy and Process Development

- Organise annual AMC assessor training including program planning and logistic arrangements.
- Develop/design training workshop handbooks, resources and communication.
- Periodic review of appropriate policy and process improvements of accreditation activities
- Initiate or contribute to accreditation policy projects i.e. Standards and Procedures reviews, etc.
- Develop thematic analysis, outcome summaries, data sources to support accreditation activities.
- Coordinate external training for assessors as necessary.
- Coordinate annual update and publication of standards and procedures documents, handbooks, etc.
- Manage post-accreditation evaluation process to identify process improvement opportunities.

3. Engagement in governance processes and committees

- Proactively contribute to the development and implementation of the MedSAC annual workplan
- Plan, write and contribute to operational and/or policy agenda items for MedSAC meetings.
- Contribute to the annual reporting processes.

4. Program management and coordination

- Audit accreditation and assessments workplans, using program management tool, to ensure regular information updates, identify any opportunities/obstacles and opportunities for improvement.
- Ensure activities are conducted within project timeframes. keeping track of workplans and demonstrating a strong sense of responsibility and takes ownership for successful project delivery (time/ budget/ meeting AMC procedures requirements).

5. Stakeholder engagement

- Establish effective working relationships with internal and external stakeholders, providing sound advice timely communication and representing the AMC professionally.
- Engage collaboratively with Aboriginal and/or Torres Strait Islander and Māori stakeholders (internal and external), committing to AMC values of cultural safety.

Any other duties as directed.

Key selection criteria

Professional qualities and behaviours

- Commitment to AMC values, standards of professionalism and respectful communication.
- Accountable for the scope of own work program and supports the wider team.
- Recognises limits of knowledge and responsibilities and refers appropriately.
- Applies good judgement and emotional intelligence to engage with, understand and manage complex issues with sensitivity.
- Demonstrates commitment to improve work practice and shares good practice.
- Self-assess the quality of work to ensure it meets AMC standards.

Experience

- Minimum one year experience relevant to the key results areas (required).
- Program/project coordination and stakeholder engagement experience (desirable).
- Involvement in developing training workshops, conferences (desirable).

Skills/Knowledge

- Excellent written communication skills. Proficient abilities in analysis and synthesis to develop documents and resources
- Strong interpersonal and influencing skills to ensure effective and collegial stakeholder relationships and teamwork.
- Organised with well-developed time-management skills to ensure delivery of program objectives.
- Anticipates hurdles/risk in program or policy implementation to contribute to problem solving.
- Excellent attention to detail to ensure reliable and minimal errors in work product.
- Strong administrative abilities to ensure consistent record-keeping and clear documentation.
- Proficient computer and IT Literacy.

Additional requirements

- Flexibility for interstate travel and occasional extended hours (required).
- Knowledge of the Australian health care system and/or the regulation, and/or health profession education and training, and/or organisation of medical practice (desirable)