

## Seeking a member with expertise in assessment development, evaluation and/or quality assurance of assessment and delivery to serve on the Australian Medical Council's Assessment Committee

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

**The AMC is seeking nominations for a member with demonstrated expertise in assessment development, evaluation and/or quality assurance of assessment and delivery to join the AMC Assessment Committee. There is one position available.**

This membership category has been introduced to strengthen governance oversight of assessment design, quality assurance processes and continuous improvement across AMC assessment programs. The role is intended to ensure contemporary, evidence-informed assessment methodologies are embedded within AMC systems and aligned with national and international best practice.

As part of 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 governance. The AMC is committed to a working environment that is inclusive and culturally safe for all. The AMC encourages Aboriginal and Torres Strait Islander and Māori Peoples to apply for all roles advertised.

### The role of the AMC Assessment Committee

The Assessment Committee provides oversight of operations and delivery of AMC assessments. It -

- a. monitors the activity of the MCQ Assessment Panel and the Clinical Assessment Panel, which are responsible for developing examination content, continuous improvement and quality assurance
- b. supports the integration of cultural safety and Aboriginal and/or Torres Strait Islander health into the assessment programs
- c. monitors the MCQ and Clinical assessment programs' results and outcomes data, including appeals data, via exam performance reports
- d. monitors the WBA results and outcomes data, including appeals data
- e. monitors patterns of examiner performance and identifies opportunities for improvement
- f. reviews patterns and anomalous candidate outcomes or irregularities
- g. quality assures assessments, for validity, fairness and transparency
- h. considers operational reports and data in relation to the delivery of assessment programs and approves changes related to blueprinting and examination delivery policy and processes.
- i. provides reports to AMC Directors on assessment programs and activities, and related policy issues and risks.
- j. Contributes to the review of policy and procedures relating to the assessment programs.

- k. Supports continuous improvement in the assessment programs relating to the assessment of international medical graduates for the purposes of general registration in Australia.
- l. Cooperates with the AMC Aboriginal and/or Torres Strait Islander and Māori Committee and AMC accreditation standing committees on matters of mutual interest.

### **Membership Term**

The term of office of a member of the committee may not exceed four consecutive years.

Committee members are expected to meet the following criteria -

- a) Commitment to upholding AMC values - Cultural safety, Striving for excellence, Collaboration, Integrity, Openness and accountability and Innovation.
- b) Fairness and transparency in assessment.
- c) Willingness and capacity to actively participate in meetings and committee activities.
- d) Strong communication and collaboration skills to engage across diverse stakeholder groups.

### **Time commitment**

The Committee will meet at least 2 times per year, in person or via video conference.

Meeting dates are set in advance.

### **AMC support to members**

The AMC staff provide operational, administrative, project, policy and strategic support and advice to the Committee to ensure its effective functioning and governance oversight.

## EXPRESSION OF INTEREST

When the AMC fills positions on its committees by seeking expressions of interest, it establishes a selection panel for the committee. The panel shortlists applicants and interviews those shortlisted 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 **CoB, Friday, 1 May 2026**.

Please address the Expression of Interest to Professor Cheryl Jones, Chair, Assessment Committee, and submit it via email to [zuzette.finch@amc.org.au](mailto:zuzette.finch@amc.org.au). All information provided will be treated as confidential and used solely for shortlisting and appointment.

For further information, please contact Zuzette Kruger-Finch, Senior Executive Officer, Assessments, at [zuzette.finch@amc.org.au](mailto:zuzette.finch@amc.org.au).

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

Name	
Family Name	
Given Name/s	
Title	
Personal Information	
Preferred Gender Pronoun	
I identify as	<input type="checkbox"/> Aboriginal and/or <input type="checkbox"/> Torres Strait Islander and/or <input type="checkbox"/> Māori <input type="checkbox"/> Other
Contact details for this application	
Preferred phone contact	
Alternative phone contact	
Email	
Interest in the position(s) and relevant qualifications	
Why do you wish to be considered for the position(s)?	

Provide details of any experience and qualifications specifically relevant to the position(s).	
Please list your contributions to the AMC, if any.	
Declaration of interests relevant to AMC role, e.g. fellow/trainee of an AMC-accredited medical school or college; health profession registration; director, staff or committee member of a relevant organisation.	
<b>Selection criteria</b>	
Please outline any relevant background and experience relating to the following -	
1. Expertise in assessment development, evaluation and/or quality assurance in high-stakes or regulated environments.	
2. Understanding of principles of validity, reliability, fairness, defensibility and transparency in assessment.	
3. Familiarity with contemporary assessment methodologies, including psychometric analysis and performance reporting.	
4. Commitment to AMC values: Cultural safety, Striving for excellence, Collaboration, Integrity, Openness and accountability, and Innovation.	
5. Willingness and capacity to actively participate in meetings and governance activities.	

6. Strong communication and collaboration skills		
<b>CV</b>		
Please include a PDF copy of your full CV with your application	<input type="checkbox"/>	CV Attached
<b>Other Roles</b>		
I agree that my application and/or CV may be shared internally by the AMC for consideration of other roles within the organisation.	<input type="checkbox"/>	The AMC may, from time to time, have other roles that suit your skills and experience. Please let us know if you consent to your application being shared internally for this purpose.