

# Position Description



<b>Position:</b>	<b>Simulated Patient (SP) – Level 1</b>	<b>Modified:</b>	<b>February 2025</b>
<b>Employment Type:</b>	<b>Casual</b>	<b>Hourly Rate:</b>	<b>AMC SP Level 1 hourly pay rate</b>
<b>Business area:</b>	<b>Assessment Services – AMC Test Centre</b>		
<b>Reports to:</b>	<b>Program Team, AMC Test Centre</b>		
<b>Key stakeholders:</b>	<b>AMC Clinical Examination</b>		

## The AMC Purpose

The Australian Medical Councils' purpose is to ensure that standards of education, training, and assessment of the medical profession promote and protect the health of the Australian community.

Clinical examinations for International Medical Graduates are held at both the AMC Test Centre and online, whereby we focus on providing a fair and equitable examination experience for medical professionals from around the globe.

## AMC values

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| <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Cultural safety and cultural competence</li> </ul> | <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Openness and accountability</li> </ul> | <ul style="list-style-type: none"> <li>• Striving for excellence</li> <li>• Innovation</li> </ul> |
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## Business purpose

The AMC Test Centre is a not-for-profit enterprise, purpose-built to assist with the improvement and standardisation of clinical assessment.

The AMC Test Centre is a secure, testing facility, situated in Naarm/Melbourne on the lands of the Wurundjeri People of the Kulin Nation where we deliver examinations year-round, for the AMC as well as specialist medical colleges, universities, and standards bodies. We focus on providing a fair and equitable examination experience for medical professionals from around the globe.

The program team is responsible for the functions and successful operation of examinations including AMC Clinical and external client exams within the AMC test centre.

## 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 is committed to expanding Aboriginal and/or Torres Strait Islander and Māori Peoples workforce. ***The AMC encourages applications from Aboriginal and/or Torres Strait Islander and Māori Peoples for all roles advertised.***

## Role Purpose

The role as an AMC Simulated Patient (Level 1) is responsible for portraying real-life patient/parents/relatives/health care worker scenarios to support the AMC Clinical Exams, interacting with International Medical Graduates professionally, memorizing case scripts, participating in physical examinations, and maintaining consistent performance to ensure fairness in the assessment process.

## Position duties and responsibilities

- Commit to attend your scheduled exam dates. If availability changes, ensure prompt notice to the AMC Simulated Patient team
- Consistently undertake scheduled scenarios in all Predominant Assessment Areas (History, Physical Examination, Management/Counselling, and Diagnostic Formulation).
- Ensure thorough preparation, reading and memorisation of assigned exam scenarios
- Consistently adhere to all aspects of the case scenario script
- Demonstrate a willingness to learn and develop through receiving and giving constructive feedback
- Be flexible and adapt to last-minute exam changes, including changes to the exam script
- Maintain examination confidentiality of exam materials, exam stations, and candidate's performance.
- Ensure compliance with organisational policies and procedures, particularly those related to examination scheduling and administrative tasks

## Required Skills and Competencies

- Have excellent time management skills

- Perform in a range of cases including mental health presentations, and physical examination stations
- Communicate effectively and professionally with all exam participants
- Work collaboratively with the examiners and other exam participants on the exam day
- Incorporate and take on directions from AMC staff for workplace information and the exam chair, and examiners for case content information
- Engage collaboratively and professionally with all peers and stakeholders to achieve outcomes of the role
- Be available for both in-person and online exam formats

***Professional Behaviours***

- Commit to demonstrating and upholding AMC values.
- Respect for working with exam participants from diverse cultural backgrounds
- Display Inclusive and respectful behaviours and contribute to a culturally safe environment for all.
- Be adaptable and supportive of others in the work team to achieve goals.
- Demonstrate knowledge sharing, including any relevant workplace experiences to achieve a standardised approach to the Simulated Patient role