

Position Title	Fellowship Exams Officer Assessment Operations	Reporting to	Fellowship Exams Lead Assessment Operations
Department	Education Services	Direct reports	NA
Classification	Level C	Employment Status	1.0 FTE, 12 month Fixed Term Contract/Secondment
Position Number	TBC	Date	June 2020

## The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practising GPs. We develop resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

## Our Values

RACGP Staff are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



**Quality** Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



**Ethics** Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



**Professionalism** Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

## Your Team

The Assessment Operations department delivers a range of functions which contribute to the RACGP's objective of establishing and maintaining high standards of knowledge, experience, competency and skills in general practice. The department achieves this through the implementation of nationally consistent assessment to determine entry to training and educational programs, commencement onto and progress through pathways to Fellowship of the RACGP and attainment of Fellowship. There is a focus on academic leadership and standards in assessment and related program/project delivery. The department comprises the areas of Education Support, AGPT Selection, Fellowship Exams and Policy Compliance.

Department responsibilities include:

- Application of eligibility criteria to applications made by members to enter pathways, sit exams and progress toward Fellowship of the RACGP
- National implementation of RACGP education assessments, including:
  - Entry and Selection assessments
    - Candidate Assessment and Applied Knowledge Test (CAAKT)
    - Practice Experience Program Entry Assessment (PEPEA)

- RACGP Fellowship examinations
  - Applied Knowledge Test (AKT), Key Feature Problem (KFP)
  - Clinical Competency Exam (CCE)
- National delivery of the Department of Health contract for Australian General Practice Training (AGPT) Selection
- Reporting to stakeholders including the RACGP Council of Censors, RACGP Advisory Council of Assessment, RACGP Expert Committee Pre-Fellowship, Department of Health and Training Organisations
- Handling and investigation of complaints, appeals and allegations of educational misconduct under the Fellowship Pathways policy framework, and provision of strategic policy advice in accordance with the policy framework

## Your Role

This position is key in providing a high quality specialist technical and administrative function to ensure the efficient and effective daily operations of the Fellowship Exams team within the Assessment Operations department. There is a requirement to work after hours and/or at other RACGP locations, as necessary.

## Key Responsibilities

1. Respond to exam candidates, prospective candidates, Training Organisations, examiners and other internal and external stakeholders on all matters relating to exams.
2. Plan and execute enrolment audits to ensure exam enrolments comply with RACGP policy, ensuring deadlines are adhered to.
3. Analyse audit results to report on candidate compliance to stakeholders.
4. Plan and execute pre-enrolment audits of candidate eligibility to sit exams, proactively identifying candidates at risk of missing exam eligibility, and take appropriate actions to support those members.
5. Under the direction of the Fellowship Exams Lead, coordinate all exam requirements including the maintenance of templates, creation of project plans and schedules, preparation of exam materials, communications and distribution lists.
6. Coordinate and administer all meeting arrangements including technical requirements, relevant documentation, notices, maintaining action items, contact details and meeting schedules.
7. Be accountable for all aspects of the exam during preparation, co-ordination and on exam day.
8. Improve current exam processes and develop and implement new procedures to better deliver the exams to nationally consistent standards.
9. Attend and provide assistance to RACGP examinations across established venues nationally as required.
10. Participate in the RACGP Performance Review Cycle.
11. Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
12. Other duties as required.

## Environment, Health and Safety

1. Complies with the College's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the College in relation to activities taken by the College to comply with OH&S and environmental legislation

## Your Relationships

Your role requires interaction with the following internal and external stakeholders.

### Internal:

- Education Services
- RACGP pillars
- Advisory Council of Assessment and Council of Censors
- Other RACGP staff members

### External:

- RACGP members
- Vendors
- Training Organisations

## Key Selection Criteria

### Experience, Knowledge and Skills

#### Essential

1. Previous experience in using databases and systems, proficiency across the Microsoft Office suite, particularly Excel and Word
2. Aptitude for using new technology
3. Previous experience in writing Standard Operating Procedures
4. Proven experience in a similar administration, project coordination or event management role
5. Highly developed oral and written communication skills
6. Strong organisational skills
7. Excellent attention to detail
8. Ability to work effectively within a team environment and independently
9. High-level editing and proof reading skills
10. Ability to work and think independently, and take initiative

#### Desirable

1. Demonstrated project coordination experience

2. Demonstrated knowledge and/or experience of working in a general practice environment and/or educational assessment sector
3. Experience using MS Project

## Qualifications

### Essential

- A secondary education or post-secondary qualification in a relevant discipline

### Desirable

- An undergraduate degree in a relevant discipline

## Workplace Behaviours

In your role, you are expected to:

- Positively influence others
- Take initiative
- Focus on service
- Make effective decisions
- Be transparent
- Be respectful
- Be emotionally intelligent
- Be flexible and adaptive
- Strive for excellence
- Demonstrate integrity
- Be accountable
- Collaborate

## Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

**I, [NAME] acknowledge that I have read and understood the Fellowship Exams Officer position description which forms part of my employment contract from the date of issue.**

**I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.**

**Employee:** \_\_\_\_\_ **(signature)**      **Date:** \_\_\_\_\_

This Position Description is approved by:			
H.R	(signature)	Date	23/06/2020