

# Position Description

Position Title	Fellowship Exams Officer, Assessment Operations	Reporting to	Fellowship Exams Lead, Assessment Operations
Business Unit	Education Services	Direct reports	None
Classification	Level C	Date	September 2022

## Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

## Our Values

RACGP Employees are expected to uphold our workplace values:



**Progressive leadership** Forward thinking and proactive leaders who lead by example and empower employees 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 establishing and maintaining high standards of knowledge, experience, competency and skills in general practice. The department achieves this through the implementation of nationally consistent assessments 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, Selection Programs and Fellowship Exams.

Department responsibilities include:

- Management of applications made by members and applicants to enter pathways, sit exams and progress toward Fellowship of the RACGP, including:
  - Assessment of Australian and overseas general practice experience
  - Comparability assessment for international medical graduates holding specialist qualifications for recognition in Australia
- 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)
- The development and maintenance of strong working relationships with all State Faculty teams in the delivery of assessments and examinations, ensuring a nationally consistent approach delivered locally.
- National delivery of the Commonwealth Department of Health contract for Australian General Practice Training (AGPT) Selection
- Reporting to a range of stakeholders including the RACGP Council of Censors, Department of Health, Medical Board of Australia, Australian Medical Council and Regional Training Organisations

## Your Role

This position is key in providing 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

- Respond to exam candidates, prospective candidates, Training Organisations, examiners and other internal and external stakeholders on all matters relating to exams.
- Plan and execute enrolment audits to ensure exam enrolments comply with RACGP policy, ensuring deadlines are adhered to.
- Analyse audit results to report on candidate compliance to stakeholders.
- 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.
- 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.
- Coordinate and administer all meeting arrangements including technical requirements, relevant documentation, notices, maintaining action items, contact details and meeting schedules.
- Be accountable for all aspects of the exam during preparation, co-ordination and on exam day.
- Improve current exam processes and develop and implement new procedures to better deliver the exams to nationally consistent standards.

- Attend and provide assistance to RACGP examinations across established venues nationally as required.
- Participate in the RACGP Performance Review Cycle.
- Deliver agreed Work Performance Goals – to be developed in conjunction with Manager.
- Comply with all relevant workplace policies and procedures.
- Other duties as required

## Qualifications and Experience

### Essential

- A secondary education or post-secondary qualification in a relevant discipline
- Previous experience in using databases and systems, proficiency across the Microsoft Office suite, particularly Excel and Word
- Aptitude for using new technology
- Previous experience in writing Standard Operating Procedures
- Proven experience in a similar administration, project coordination or event management role
- Highly developed oral and written communication skills
- Strong organisational skills
- Excellent attention to detail
- Ability to work effectively within a team environment and independently
- High-level editing and proof reading skills
- Ability to work and think independently, and take initiative

### Highly Desirable

- Demonstrated project coordination experience
- Demonstrated knowledge and/or experience of working in a general practice environment and/or educational assessment sector
- Experience using MS Project

## Your Relationships

Your role requires interaction with internal and external stakeholders including:

### Internal:

- Project Coordinator, Systems and Operations – Assessment Development
- Manager – Assessment Development
- National Clinical Lead – Assessment
- Business Project Manager
- Education Services
- Strategic Marketing & Communication
- Membership
- Information Technology

**External:**

- Members/candidates
- Assessment delivery vendors
- Training organisations