

Position Description

Position Title	Fellowship Exams Lead	Reporting to	Head of Assessment
Business Unit	Education	Direct reports	6+
Classification	Level E	Date	May 2023

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 Education Business Unit plays a critical role in ensuring that the RACGP has the right mechanisms to support, review and maintain Education and Training standards for all aspects of a GP's training and education across the lifelong journey of General Practice. In maintaining the Education and Training standards, Education teams develop and deliver educational activities, Fellowship examinations, set and apply eligibility, selection and entry criteria for Fellowship pathways, and implement the RACGP's strategic vision. The functions of Education include:

- Assessment
- Education Governance and Development
- Continuing Professional Development (CPD)

Your Role

The Fellowship Exams Lead reports to the Head of Assessment and leads written and clinical exam modalities that are designed to assess competence for unsupervised general practice anywhere in Australia. The position also takes direction from the National Clinical Lead – Assessment and leads in conjunction with the relevant National Assessment Advisor.

You will be responsible for the end-to-end development and delivery of either the Applied Knowledge Test (AKT) and Key Feature Problem (KFP) or Clinical Competency Exam (CCE) for candidates on pathways to Fellowship. There is also an expectation to support the implementation of Workplace-Based Assessment and the Exam Support program in alignment with the assessment framework, ensuring a holistic approach.

The high-stakes context requires a considered risk management strategy and involves working to tight deadlines and maintaining the quality standard. The Fellowship Exams Lead works effectively with a broad range of stakeholders to manage risk and plan and execute exam delivery that is robust, defensible and nationally consistent. There is a focus on ensuring an equitable exam process and optimising the exam experience whilst upholding assessment policies.

In collaboration with the co-Fellowship Exams Lead, you will streamline common functions across the exams teams. You will foster an environment where resourcing is shared across the exam modalities to support peak periods, and subject matter expertise is championed across the wider Assessment Department. The Fellowship Exams Leads may be required to work on any exam modality on a long-term rotational basis.

In peak exam periods there is a requirement to work additional hours, and this will be managed in line with the RACGP Enterprise Agreement (EA) 2022 (or subsequent agreement).

Key Responsibilities

- Oversee the end-to-end delivery of either the AKT and KFP or CCE, including development and operations, ensuring national consistency and robust and defensible outcomes that meet the quality standard.
- Lead, coach and develop a team using a leadership style that inspires high performance, continuous improvement and innovation, and demonstrates RACGP's Values.
- Partner with the respective exam's National Assessment Advisor to ensure an effective joint leadership model that best utilises expertise and skillsets across clinical and non-clinical roles.
- Work collaboratively with the co-Fellowship Exams Lead to provide up-skilling, cross-skilling and development opportunities for staff including rotating responsibility across exam modalities and teams.
- Foster an environment of shared knowledge, best practice and matrix teamwork across common assessment functions.
- Oversee the development of exam schedules and plans, monitor progress and adjust resourcing accordingly to ensure timely completion of all tasks.
- Work in collaboration with other teams across the college to ensure dependencies and responsibilities are understood and agreed upon, such as data and reporting and copy review.
- Identify and effectively manage risks in the delivery of the exams.
- Build and maintain effective relationships with key stakeholders, and lead consultation as required.
- Evaluate and synthesise complex information to develop papers, briefings and reports, and present as required.
- Apply a continuous improvement approach that includes evaluation of all processes from each stakeholder perspective and initiate regular process review.

- Plan and execute data driven initiatives and innovation to improve the quality and efficiency of all aspects of exam delivery.
- Prioritise and advocate for an optimal candidate and assessor experience in the design of new exam processes.
- Negotiate external contracts for the provision of services and manage vendor performance and relationships.
- Ensure all processes are accurately documented and aligned as relevant with the wider Assessment Department and RACGP policies.
- Monitor for environmental impacts and effectively respond and make recommendations based on evidence.
- Lead change within the Assessment Department and across Business Units.
- Contribute to strategic planning and develop and oversee an operational workplan.
- Develop and manage an annual budget.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- Tertiary level qualification in a relevant field.
- Significant transferable knowledge, skills and experience commensurate with level of responsibility.
- An understanding of assessment design principles and modalities or demonstrated ability to learn at a rapid pace to become a subject matter expert.
- Experience leading and managing staff in a high-stakes environment with the ability to inspire, coach and support a team to achieve exceptional service outcomes.
- Developed interpersonal skills and leadership style that aligns with RACGP's Values.
- Advanced communication skills and ability to influence key stakeholders.
- Impeccable attention to detail with the ability to exercise discretion and handle sensitive information appropriately.
- Experience leading and effectively managing change.
- Established research and analytical skills.
- An understanding of budgets and contracts management.
- Ability to operate independently, anticipate changes in the complex environment and plan accordingly.
- Proficient in use of the Microsoft Office suite and competence to quickly learn to use new technology.

Highly Desirable

- Post-graduate qualification in a relevant field.
- Formal project management experience or certification.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Assessment Teams.
- Censors and Censor-in-Chief.
- GP Training Business Unit.
- Education Governance and Development Teams.
- RACGP Leadership Team and Executive.

External:

- Members
- Exam Candidates.
- Examiners and Assessors.
- Assessment Vendors.
- Australian Medical Council (AMC).
- General Practice Registrars Australia (GPRA).

- General Practice Supervision Australia (GPSA).