

THE ROYAL AUSTRALASIAN COLLEGE OF MEDICAL ADMINISTRATORS

POSITION DESCRIPTION

Position Title	Senior Coordinator, Assessments
Business Division	Education, Training and Development
Business Area	Assessments
Reporting To	Manager, Assessments
Employment Status	1.0 FTE continuing
Date Reviewed	September 2024

1. Royal Australasian College of Medical Administrators

The Royal Australasian College of Medical Administrators (RACMA) is a specialist medical college with the objective of influencing health systems management and educating medical practitioners in the specialty of medical administration.

Four core values underpin all RACMA endeavours:



Professionalism: Demonstrating self-governance, high standards & ethical behaviour



Integrity: Doing the right thing in all situations



Excellence: Striving for outstanding achievement despite constraints



Respect: Acknowledging and valuing others' thoughts, opinions and feelings

2. Business Area Overview

Contributing to RACMA's strategic goals, the Education, Training & Development Division is responsible for developing, delivering, evaluating, and overseeing training, education and assessment within all RACMA education and training programs. These programs include the Fellowship Training Program and shorter programs such as Leadership for Clinicians and Management for Clinicians. This Division will support and provide strategic advice to the RACMA Board, Chief Executive, and key education committees, including the Education and Training Committee and its subcommittees. It will also ensure compliance with key regulatory requirements, including the Australian Medical Council Accreditation Standards for the Assessment and Accreditation of Specialist Medical Programs.

3. The Position

Reporting to the Manager, Assessments, the Senior Coordinator, Examinations is responsible for the planning, logistics, delivery and evaluation of examinations. The role will also be

responsible for committee coordination and supporting other training and assessment activities in the Fellowship Training Program.

4. Key Responsibilities

- Coordinate the end-to-end planning, delivery and evaluation of College examinations including timelines, processes, communications, and documentation applying a high level of attention to detail.
- Identify, monitor and report risks associated with examinations and following appropriate approvals, implement mitigation and management strategies.
- Coordinate the review, development, and implementation of processes to ensure effective and efficient examination systems are in place.
- Develop and maintain quality control processes and practices for examinations, identifying areas for improvement. Implement improvements following appropriate approvals.
- Attend examination days to coordinate delivery and support stakeholders including Censors, Candidates and College staff.
- Undertake evaluation and reporting relating to examinations and other assigned Fellowship Training Program assessment activities.
- Ensure accurate, complete, and timely recording of information regarding examinations and other assigned Fellowship Training Program assessment activities.
- Establish open and clear communication and productive working relationships with Candidates, Censors, College staff and other stakeholders regarding examinations and any other assigned training, education and assessment activities.
- Coordinate the Board of Censors including meetings (scheduling, agendas, minutes and action items), Censor appointment, onboarding, professional development activities, membership terms and workshops.
- Work cooperatively with other team members to meet objectives and ensure appropriate exchange of information.
- Other duties as required.

5. Selection Criteria

- A relevant undergraduate or post-graduate degree (eg education) and relevant experience in assessment and evaluation in an education setting.
- Understanding of adult learning principles, assessment and evaluation in education at the secondary, tertiary or postgraduate level.
- Excellent planning, organisational and time management skills with the ability to set priorities, manage tight or competing deadlines and adapt to meet changing demands.
- Advanced written and verbal communication skills with an ability to prepare clear, concise communications and reports and effectively communicate information to a range of audiences.
- Strong analytical skills incorporating attention to detail and accuracy, and the ability to collect and analyse relevant information in order to analyse a problem and reach a solution.
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- High level computer skills and knowledge of applications including Advanced Microsoft Excel skills.

- An interest in medical education and the ability to grasp complex issues relating to training, education and assessment within a Specialist Medical College.
- Experience with providing administration support to committees including writing minutes and reports (desirable).

6. Organisational Relationships

Internal Liaison	Jurisdictional Coordinators of Training RACMA Censor in Chief RACMA Management and staff RACMA Members and Candidates
Committee Liaison	Board of Censors Candidate Advisory Committee College panels and/or working groups Education and Training Committee Jurisdictional Committees Training Progress Committee
External Liaison	External Stakeholders and service providers

7. Other

This role involves work outside normal business hours and may involve travel within Australia and Aotearoa New Zealand.