

Position title	CBD Assessor	Reporting to	Director of Assessment, Assessment Manager
Department	Assessment	Direct reports	NA
Classification	Casual	Employment type	Contract
Date	November 2025	Location	Flexible

The Organisation

The Australian College of Rural and Remote Medicine Limited (ACRRM) is an accredited specialty medical college responsible for setting and maintaining professional standards for specialist general practitioners and rural generalists in Australia.

Nationally, ACRRM has more than 6,000 members, including Fellows, trainees and associate members, who live and work in rural, remote and First Nations communities across Australia. Members provide expert front line medical care in a diverse range of settings including general practices, hospitals, emergency departments, Aboriginal health services and other remote settings such as RFDS and the Australian Antarctic Division.

ACRRM's core business is training and assessing specialist general practitioners for a rural generalist scope of practice, setting clinical standards for rural generalist practice; and support and advocacy services for rural, remote and First Nations communities and the health teams that serve them. Its vision is "Healthy rural, remote and First Nations communities through excellence, social accountability and innovation".

The company's headquarters is located in Brisbane, Queensland although the majority of staff work flexibly from state, regional or rural locations across the country. ACRRM offices are also located in Adelaide, Perth, Bunbury, Bendigo, Wodonga, Rockhampton and Darwin.

Our Values

Optimism: We believe we can individually and collectively make a positive difference in the lives and wellbeing of others. We are curious, creative and constantly exploring new ways to achieve our goals. We celebrate success and share our ideas and experiences with others.

Conviction: We have a deep understanding of our obligation and opportunity to deliver the best possible response to the priority health needs and challenges of our rural, remote and First Nations communities. We work with, for, and as members of, the communities we serve.

Courage: We are prepared to speak out, challenge the status quo and embrace change. We are champions, supporters and guardians. We are comfortable with uncertainty. We humbly seek to understand our limits and to collaborate with others to ensure the best possible outcomes.

Inclusiveness: We are a friendly and welcoming Mob from across Australia and around the world, united by a shared vision. We take strength from our diversity and relationships. We listen, learn and care for each other with dignity and respect. We love to laugh and have fun, and to celebrate the joys in life and work.

Overview of Position

The Core Generalist Training (CGT) and Advanced Skills Training (AST) in Palliative Care Case-Based Discussion (CBD) assessment requires registrars to select real patient encounters from their recent clinical work. Each assessment is based on submitted case notes, investigation results, correspondence, and healthcare plans.

The CBD assessment evaluates a registrar's clinical reasoning, application of knowledge in context, and communication skills. Candidates are assessed on their ability to formulate differential diagnoses, order appropriate investigations, and develop suitable management plans using the cases they provide.

The Assessor is responsible for judging how effectively the candidate demonstrates clinical knowledge and applies it in patient care. This includes evaluating diagnostic reasoning, investigation choices, and management planning. The Assessor also ensures the assessment meets curriculum requirements and aligns with the CBD framework.

Assessors are supported by the Lead Assessor and the Assessment Team in all aspects of preparation and delivery, including examiner training and mentoring as needed.

Duties and Responsibilities

Preparation:

- Maintain up-to-date knowledge of CBD assessment processes and requirements.
- Understand the relevant curriculum (CGT and/or AST) and associated learning outcomes for Fellowship of ACRRM.
- Clarify any questions or uncertainties promptly with the Lead Assessor and maintain regular communication with the assessment team.
- Ensure availability according to the scheduled assessment calendar.
- Complete all required CBD assessment documentation accurately and on time.
- Attend assessor briefing sessions as scheduled.
- Complete mandatory assessor training for the relevant assessment activity.
- Be familiar with the exam delivery software and demonstrate initiative in troubleshooting technical issues if needed.

Assessment:

- Review the selected CBD cases prior to the assessment session.
- Apply professional knowledge and expertise to assess cases in line with college standards and requirements.
- Understand the marking rubric and submit marks electronically within the required timeframes.
- Provide clear, concise notes for reference by other stakeholders (e.g., Lead Assessor, Medical Educators) to assist candidate development.
- Be receptive to constructive feedback and prepared to provide it to others.

Standards and Policy

- Uphold the professional standards of the college at all times.
- Stay informed and current with ACRRM standards and policies.
- Contribute to the development and improvement of standards and policies where appropriate.
- Provide feedback to support the review and refinement of standards and policies.
- Ensure all examinations are delivered consistently, fairly, and in accordance with assessment guidelines.

PROFESSIONAL BEHAVIOURS

BEHAVIOURS	WHAT THIS MEANS FOR THE ROLE
Presence	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Is respectful, empathetic and friendly • Demonstrate a service orientated approach
Manage Work	<ul style="list-style-type: none"> • Adopts a systematic approach to managing work • Organises, prioritises and independently solves problems • Takes personal responsibility for meeting objectives and progressing work.
Quality Work	<ul style="list-style-type: none"> • Ensure work is accurate • Maintain attention to detail • Manage work within required timeframes
Dependable	<ul style="list-style-type: none"> • Demonstrate dependability by following work through to completion • Be consistent in quality of work • Ensure work is completed in a planned and efficient manner
Communication	<ul style="list-style-type: none"> • Ensure communication is clear and professional • Is able to adapt communication style to relate to a diverse range of people • Communication is effective and outcome oriented
Attitude	<ul style="list-style-type: none"> • Work with a positive attitude • Focus on building positive relationships with internal and external stakeholders • Maintain an optimistic outlook
Expertise	<ul style="list-style-type: none"> • Ensure continual learning • Maintain and develop technical competency • Engage in self-directed learning and development