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| Position title | Lead Examiner (CGT StAMPS) | Reporting to | Director of Assessment Assessment Manager |
| Department | Assessment | Direct reports | N/A |
| Classification | Casual | Employment type | Contract |
| Date | May 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 StAMPS assessment is an oral assessment in which the candidate is presented 8 realistic rural medicine scenarios and is assessed for Core Generalist Training (CGT). This is a summative exam under the ACRRM Fellowship assessment framework.

StAMPS assessment aims to assess higher order thinking skills in a highly contextualised framework. It assesses clinical reasoning, the application of knowledge in the clinical context, and communication skills of candidates.

The Lead Examiner (CGT StAMPS) plays an integral part of the StAMPS assessments in leading the exam development, standard setting and delivery of a consistent examination process. This role is supported by the lead clinical (Lead Writer and Lead Reviewer) and Assessment teams in all aspects of the preparation and delivery of each assessment including training and mentoring as required.

Duties and Responsibilities

Preparation:

- Be familiar with the CGT StAMPS assessment processes and ensure current knowledge and understanding.
- Be knowledgeable of the CGT Curriculum and learning outcomes required for Fellowship of ACRRM.
- Ensure scenarios / questions are blueprinted against the curriculum.
- Contribute to the development of scenarios and standard setting as per process.
- Ensure any query or process clarifications are resolved in a timely manner and regular contact with the assessment team is kept.
- Complete CGT StAMPS documentation, as per process and timelines.
- Lead the development of a reliable and valid passing methodology and quality assurance process.
- Lead/participate in the moderation and training / briefing sessions as required.
- Technical knowledge of exam management software and initiative to troubleshoot as required and compliance with IT requirements as per the college IT requirements.

Examinations & Assessment:

- Oversee the CGT StAMPS assessment in a professional and supportive manner.
- Understand the weighting of scenarios assessed in the CGT StAMPS assessment and ensure examiners are familiar with the marking system.
- Ensure examiners are appropriately allocated to scenarios utilising knowledge and expertise,
- Lead the review and standard setting process for each CGT STAMPS assessment to determine the appropriate pass mark and grading methodology for assessing competency in all areas
- Be open to constructive feedback and be able to deliver the same.
- Provide content of the Public Assessment Report for the CGT StAMPS exam inclusive of key insights and information as per the ACRRM Public Report guidelines.
- Provide a report to the Board of Examiners following each CGT StAMPS assessment including key insights and comparative data for the purpose of supporting the ratification of results process.
- Ensure all required paperwork for assessment is complete and delivered to the Assessment team within timelines.
- Attend Board of Examiners' and Lead Examiner meetings, and any other meetings i.e. Assessment Committee as required
- Provide support and advice to the Assessment Manager, Director of Assessment and General Manager Education Services.
- Support ACRRM led initiatives for the purpose of ensuring continuous improvements and international best practice.

Standards and Policy:

- Maintain professional standards of the College.
- Understand and remain up to date with ACRRM standards and policies.
- Contribute to the development of standards and policies.
- Provide feedback in reviewing and revising standards and policies for the purpose of quality improvement.
- All examinations are delivered in a consistent and fair manner as per the guidelines for assessment delivery.

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 |