Australasian College for Emergency Medicine

Position Title	Assessment Systems Officer
Department	Education and Training
Date Reviewed	February 2021

Incumbent Name	Vacant	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

· Equity
· Respect
· Integrity
· Collaboration

Department Overview

The Education and Training Department has a number of strands of activity arranged into units, each of which is led by a General Manager who reports to the Executive Director, as follows:

Training

· *Training*: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

· *Diploma and Certificate Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC) and Diploma (EMD). Trainee advocacy to provide support for trainees throughout their training program.

- *Workplace-based Assessment (WBA):* Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist and paediatric emergency medicine pathway.

Education Assessment

- *Examinations:* Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations

- *Specialist International Medical Graduates*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand.

Accreditation, Continuing Professional Development and National Program

- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs.

- *Continuing Professional Development:* Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.

- *National Program*: Responsible for all aspects of the conduct of Commonwealth Department of Health funded programs, including the Emergency Medicine Education and Training Program (EMET), the Specialist Training Program-Independent Rural Training Program (STP-IRTP) and other constituent programs.

Education Program Development

- *Educational Development*: Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.

- *Education Resources*: Responsible for the coordination and development of online education and training resources.

Position Purpose

The primary role of the Assessment Services Officer is to assist the Manager, Assessment Systems, in data processing and preparation of reports.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- As directed, process data using software such as Excel, Access and other products with a focus on checking to ensure a high degree of accuracy

- As directed, undertake statistical analysis of examination data

- Undertake responsibility for critical examination processes, such as result calculations, as required

- Proficiently use all required components of the College's question bank software

- Proficiently use specific functions of SPSS (statistics software) in the management of assessment data

- Prepare high level examination reports using prepared templates

- Demonstrate the ACEM Core Values within the Unit, Department and across the College

- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.

- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard

- Ensure any allocated deliverables outlined in the ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- A tertiary qualification or equivalent experience in IT or a science related discipline
- An understanding of basic statistics, such as mean, standard deviation and normal distributions
- Experience in using Microsoft Office online
- Demonstrated ability to undertake tasks to a high degree of accuracy
- Proficiency in Microsoft Excel including the use of basic functions, including setting up simple formulae, such as SUM, AVERAGE and VLOOKUP and data transfer between sheets using different data formats
- Proficiency in Microsoft Word, including commonly used functions such as formatting and mail merge
- Keenness to quickly learn new skills
- A logical approach to completing tasks and problem solving
- Skills in time management and the ability to track multiple concurrent tasks efficiently
- Confidence in working autonomously and requesting assistance when required.

Desirable

- Experience in educational assessment at a tertiary level
- A basic understanding of IT concepts.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Manager, Assessment Systems
Supervision of	Nil
Internal Liaison	ACEM employees
Committee Liaison	Nil
External Liaison	Nil

Additional Information

- May involve work outside normal business hours to meet business objectives.

- Interstate and/or overseas travel may be required.