

THE MEDICAL COUNCIL OF NEW ZEALAND

JOB DESCRIPTION

POSITION:	Assistant Examinations Director	
REPORTS TO:	Examinations Director	
DATE:	December 2009	

JOB PURPOSE	The Assistant Examinations Director (AED) will be responsible for assisting to ensure the smooth operation of NZREX Clinical. The AED will assist the Examinations Director (ED) with ensuring that the NZREX examination is conducted in a valid, fair, reliable and consistent manner throughout the country.
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RELATIONSHIPS	<p>Internal:</p> <ul style="list-style-type: none">• Examinations Director• Examinations Administrator• Registration and Professional Standards Manager• Chief Executive• Council staff <p>External:</p> <ul style="list-style-type: none">• Chair of Council• NZREX examiners
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LIMITATIONS ON AUTHORITY	<p>Subject to delegation by CE, within Council policies. All expenditures to be within approved budget, unless prior approval given by CEO. Compliance with the Health Practitioners Competence Assurance Act 2003 (where relevant), and with Medical Council policies and procedures. The position is subject to the non-disclosure agreement relating to confidential information.</p>
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ACCOUNTABILITIES & TASKS (approx. % time) (What does the job require?)	MEASURES OF PERFORMANCE (How will you know you are successful)
<p>1. Assist Examinations Director (ED) with conducting examinations (including mock examinations)</p> <ul style="list-style-type: none"> • Assist with preparation of both written sessions and the mock examinations • Review all cases for examination prior to mock examination and create list of necessary props and equipment • Assist ED during examinations • Assist with the review of examination processes and documentation 	<ul style="list-style-type: none"> • Accurately and timely • All work completed to the standard required by the ED
<p>2. Assist Examinations Director (ED) with post-examination validation and processing</p> <ul style="list-style-type: none"> • Assist ED to review all NZREX results to ensure that the assessment of candidates is of a valid, fair, reliable and consistent standard • Draw any areas of inconsistency to the attention of the ED • At request of the ED provide feedback to failing candidates, and to passing candidates where areas of concern have been identified by the examiner • Assist ED with completing an analysis of results to be reported to Council following each examination, showing overall success rates, and the operation of the examination including any irregularities or problems 	<ul style="list-style-type: none"> • Results are consistent between examination centres and examiners • Any areas of concern are addressed • Feedback to candidates is provided within 30 working days of the examination • The analysis of results is timely and accurate • Recommendations are made timely and appropriately
<p>3. Other duties</p> <ul style="list-style-type: none"> • Other projects or tasks as delegated by the Examinations Director 	<ul style="list-style-type: none"> • Projects and tasks are undertaken and completed as required.

PERSONAL CHARACTERISTICS REQUIRED BY THE POSITION

<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Medical practitioner with current APC
<p>KNOWLEDGE & EXPERIENCE</p>	<ul style="list-style-type: none"> • Experienced medical practitioner actively practising medicine • Experience and knowledge of medical education and assessment, or interest in and willingness to learn • Familiarity with statistical analysis • Knowledge of the role, functions and mission of the Medical Council
<p>PERSONAL SKILLS</p>	<ul style="list-style-type: none"> • Knowledge of College maintenance of professional standards and continuing professional development programmes • Planning, administrative and organisational skills • Commitment to providing quality service • Good communication skills • Experience of analysis and development of policy • Teamwork and co-operation – able to work within office environment with non-medical staff • Good interpersonal skills • Ability to influence • Customer focused approach • Innovative and critical thinking