

## Position Description

Position No.	<b>47</b>	<b>Assessment Pharmacist</b>
Reports To	Examination Development Manager	
Type of Employment	Full Time	
Business Unit	Assessment	
Supervisor of	Not applicable	

### Role Description

The Assessment Pharmacist will support the APC assessment team by actively contributing to exam development activities. The position requires utilising clinical skills and experience to meticulously review and prepare exam content, as well as manage and collaborate with Subject Matter Experts (SMEs) to ensure that APC exams accurately assess the essential knowledge and competencies for professional practice.

### Key Areas of Responsibility

#### Exam Development

- Assist the Director Assessment and the Exams Development Manager to design and implement exam questions, activities and exam form development processes.
- Review and validate the questions for APC exams.
- Verify the accuracy, currency and relevance of information within questions to ensure credibility, correctness, and adherence to professional standards.
- Revise exam questions to ensure clarity, coherence, and quality to assess relevant competencies, content knowledge and skills effectively.
- Proofread and edit questions for grammar, punctuation, and spelling to maintain a consistent style, tone, and format that is error-free.
- Design and prepare exam forms and sample papers.
- Develop and facilitate workshop activities to best support SMEs to create new exam content.
- Provide counselling to eligible unsuccessful intern exam candidates.
- Support the management of exam question databases.

#### Stakeholder engagement

- Engage with and support Subject Matter Experts (SMEs)
- Assign and manage SME exam-related assignments and provide constructive feedback to SMEs on their work.
- Deliver SME training and materials to support the development and continuous improvement of APC exam content.
- Maintain compliance with APC policies, standards, procedures and guidelines to support SMEs to develop exam content.

## General

- Maintain up-to-date clinical knowledge, understand professional advancements, and stay informed about practice and regulatory changes to ensure exam content reflects contemporary practice.
- Support the analysis of exam performance to identify trends and areas for improvement.
- Contribute to the formulation of APC policies, standards, procedures and guidelines by providing advice, information and recommendations.
- Work collaboratively with the APC team to perform assigned tasks.
- Support the Assessment team as required.

## Experience / Qualifications

### Minimum

- Registered pharmacist in Australia with minimum of 5 years' recent practice experience.
- Clinical knowledge and skills in contemporary pharmacy practice in Australia.
- Demonstrated ability to manage stakeholder relationships.

### Desirable

- Experience in pharmacy-related training and education.
- Proficient in the analysis and management of data.
- Demonstrated competency in the Microsoft Office suite.
- Excellent writing, editing and communication skills.

## Competencies

### Core Competencies

Competency	Definition
<b>Our Values</b>	Promotes and embodies our values in what we do and how we behave.
<b>Holistic Approach</b>	Works in the best interests of APC.
<b>Team Oriented</b>	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
<b>Achievement Orientated</b>	Identifies and accomplishes challenging objectives or personal goals.

### Mandatory Functional Competencies

Competency	Definition
<b>Communication</b>	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
<b>Time Management</b>	Manages responsibilities in a timely and efficient manner.
<b>Effective Relationships and Engagement</b>	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
<b>Cultural Awareness</b>	Understands and promotes our path to reconciliation.
<b>Diversity and Inclusion</b>	Recognises and values diversity of people, ideas and cultures.
<b>Quality &amp; Professionalism</b>	Maintains high work standards and takes personal responsibility.

### Job Specific Competencies

Competency	Definition
<b>Stakeholder Management</b>	The ability to demonstrate concern for satisfying external and/or internal stakeholders
<b>Attention to detail</b>	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
<b>Analytical Ability</b>	Reviews and analyses a wide variety of information and recommends a specific course of action.
<b>Planning and Organising</b>	Establishes a course of action for self and/or others to accomplish a specific goal.
<b>Stress Tolerance</b>	Maintains composure in highly stressful or adverse situations.

### Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Exam Development	65%
Stakeholder engagement	30%
General	5%
<b>TOTAL</b>	<b>100%</b>

### Document Control

<b>Version</b>	1.0
<b>Status</b>	Approved

### History

Date	Version	Key Changes