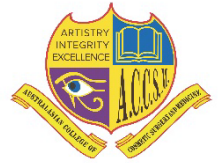


Raising Standards – Protecting Patients

Position Description: Assistant Dean (Surgical)



1. OVERVIEW

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advance health through Cosmetic Surgery and Medicine.

ACCSM is governed by the Council. The Council includes the ACCSM office-bearers, who are referred to as 'the Executive'. The Council and its Executive have responsibility for, and oversight of, the core objectives of the ACCSM.

The Assistant Dean is not an office-bearer of the college. The Assistant Dean is appointed via an Expressions of Interest process and approved for appointment by the Board of Censors.

2. ROLES AND RESPONSIBILITIES

The Assistant Dean is responsible for the following duties:

2.1 Assisting with Examinations for the cosmetic surgery training program:

- Assisting in setting the examination papers
- Assisting with training and calibration of examiners
- Assist in exam delivery
- Chairing the board of examiners meeting in the absence of the Dean
- Dealing with borderline candidates in the absence of the Dean
- Providing feedback for failed candidates in collaboration with the Dean
- Assist in developing examination policies and processes

2.2 Preceptor training and support

- Assisting with Annual Preceptor workshop facilitation
- Preceptor application review and endorsement in the absence of the Dean

2.3 Training practice accreditation

- Assist in reviewing and make recommendations on applications for accreditation
- Assist in reviewing accreditation reports on accreditation cycles

2.4 Attending BOC meetings.

3. APPLICATION PROCESS

3.1 The ACCSM will advertise the role when vacant to all members.

3.2 The role will be filled through an Expression of Interest (EOI) process.

3.3 Applicants who meet the selection criteria should complete the EOI form with supporting documents and send to the ACCSM administrator.

3.4 Appointment to the role will be determined by the BOC.

3.5 The term of the Assistant Dean is two years.

3.6 The Assistant Dean may serve multiple consecutive terms, subject to approval by the BOC.

4. SELECTION CRITERIA

The Assistant Dean must:

4.1 Be a Cosmetic Surgery Fellow member of ACCSM.

4.2 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.

4.3 Have extensive experience through active involvement in ACCSM education, training, governance, or member related work.

Document history	
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