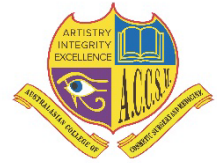


Position Description: Dean (Surgical)



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

2. ROLES AND RESPONSIBILITIES

The Dean is responsible for the following duties:

2.1 On completion of training, review trainee training portfolios and recommend trainees for graduation to the censor-in-chief.

2.2 Examinations for the cosmetic surgery training program:

- Setting the examination papers
- Training and calibration of examiners
- Exam delivery
- Chairing the board of examiners meeting
- Dealing with borderline candidates
- Providing feedback for failed candidates
- Examination policies and processes

2.3 Preceptor training and support

- Annual Preceptor workshop facilitation
- Preceptor application review and endorsement

2.4 Training practice accreditation

- Review and make recommendations on applications for accreditation
- Review accreditation reports on accreditation cycles

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 Council.

3.5 The term of the Dean is two years, although may vary depending on when the annual general meeting falls.

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

4. SELECTION CRITERIA

The 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.