

Position Description

EDUCATION MANAGER: COSMETIC SURGERY TRAINING PROGRAM

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 and its Executive have responsibility for, and oversight of, the core objectives of the ACCSM. The Board of Censors (BOC) is the committee dedicated to managing the affairs of the ACCSM in relation to the Cosmetic Surgery Training Program.

The Education Manager plays a key role in managing the ACCSM Cosmetic Surgery Training Program. The position provides high level support to the ACCSM Board of Censors' governance of the program and facilitates the involvement of BOC members in operational matters.

2. ROLES AND RESPONSIBILITIES

The Education Manager:

- Manages the Cosmetic Surgery Training Program, which includes:
 - Ensuring that program policies and processes are observed, reviewed and evaluated.
 - Managing the trainee application, assessment, selection and admission process.
 - Overseeing training rotations across all training sites.
 - Tracking trainee progress through the Cosmetic Surgery Training Program curriculum.
 - Managing trainee assessment and examination processes.
 - Providing support and guidance to trainees who are not progressing to the required standard.

- Supports the activities of the ACCSM Board of Censors related to the governance and management of the Cosmetic Surgery Training Program. This includes:
 - Meeting management (scheduling, papers, minutes).
 - Facilitating Board of Censors member involvement in training and assessment activities.
 - Curriculum and assessment review and evaluation.
- Manages training site support and accreditation, including implementing policies and processes, reporting, re-accreditation of existing sites, new applications for accreditation, evaluation of training site performance in delivering the curriculum.
- Provides support and organises professional development opportunities for training program Preceptors.
- Plays a key role in training program evaluation, engaging with relevant stakeholders to make continuous quality improvements to policies, processes and systems.
- Acts as the trainee support officer to deal with concerns or complaints confidentially, respectfully and appropriately. Activities may include guiding the appropriate use of the complaints, grievance or bullying, harassment and discrimination policies.
- Prepares and submits reports for the Australian Medical Council, Medical Board of Australia or other regulatory and accreditation bodies as appropriate, for approval by the ACCSM Board of Censors/ Council.
- Engages effectively with training program stakeholders including Fellows, current and prospective trainees, medical colleges, regulators, and consumer groups.

3. SELECTION CRITERIA

The ideal candidate will have:

- Demonstrated understanding of postgraduate medical education, training and assessment.

- Experience in assessment/education program delivery at the tertiary or postgraduate medical education level, such as working in a medical college, medical university or with medical practitioners undertaking education duties.
- Demonstrated experience in supporting and implementing improvements to address changing educational requirements.
- Highly developed verbal and written communication skills, particularly in regard to report writing, correspondence and presentations and the ability to effectively document work performed.
- Demonstrated ability to work without close supervision and effectively manage one's own work program.
- Sound knowledge of and aptitude for information technology, above that of common software applications such as Microsoft Office suite. The ability to articulate requirements and source fit for purpose systems, for example – trainee tracking and assessment software.
- Excellent interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders.
- Excellent organisational skills and attention to detail.
- The ability to prioritise and complete multiple tasks within a complex program with strict timeframes.
- The ability to grasp complex issues relating to assessment, education and health.
- Resilience – the ability to support surgical trainees under stress, deliver high quality information and reports under time pressure, and manage the demands of preceptors, the Board of Censors, ACCSM management and Council.