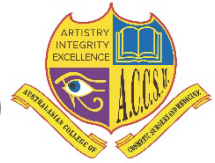


## **Position Description: Assistant Dean (Medical)**



### **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-bearing position of the college. The Assistant Dean ideally sits as a member of the Board of Censors. The position 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 in assisting the Medical Dean with the following duties:

- 2.1     Oversee the Cosmetic Medicine Training Program
  - 2.1.1    Assess applications, including interviewing candidates
  - 2.1.2    Conduct training workshops
  - 2.1.3    Recommend training materials
  - 2.1.4    Exam delivery
  - 2.1.5    Providing feedback for failed candidates
  - 2.1.6    Dealing with borderline candidates
- 2.2     On completion of training, review trainee training portfolios and recommend trainees for graduation to the censor-in-chief.
- 2.3     Mentors training and support
  - 2.3.1    Annual Mentor workshop facilitation
  - 2.3.2    Mentor application review and endorsement
- 2.4     Training program communicate for trainees and mentors
- 2.5     Development of Medical Conference program.

### 3. Application process

- 3.1 Appointment to the role will be determined by the Board of Censors.
- 3.2 The Assistant Dean is limited to a maximum of three terms of two years. The Board of Censors may, at its discretion, extend the term limit.

### 4. Selection Criteria

The Assistant Dean must:

- 4.1 Be a 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 been actively involved in ACCSM education, governance, or member related work.

Document history	
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