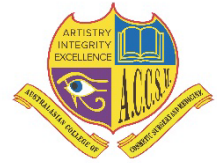


**Raising Standards – Protecting Patients**

**Position Description: Examiner (Viva Voce)**



### 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.

Examiners work with the Dean, Cosmetic Surgery to assist with developing examination questions for the Oral VIVA and to ensure that all procedures relating to examination setting are followed. The viva voce is a station-based examination. It is designed to assess competence and clinical skill performance for those trainees close to completing their Cosmetic Surgery Training.

### 2. Roles and Responsibilities

- Develop standardised questions, and this includes blueprinting questions to curriculum learning outcomes.
- Attend Oral VIVA exams and examine candidates.
- Work with other examiners in providing a standardised, fair and consistent review of borderline examination candidates following each examination sitting.
- Participate in reviews and evaluations of examination sittings.
- Ensure consistency is applied to all examination candidates.
- Ensure that conflicts of interest are identified and appropriately managed.
- To assess if each candidate has the knowledge, clinical skills and professional attributes, required to safely and competently practice as a Cosmetic Proceduralist in Australia.

### 3. Appointment process

- 3.1 Prospective examiners must submit an application with a Curriculum Vitae and a written summary of their skills and experience against the selection criteria.
- 3.2 Appointment to the role will be determined by the Board of Censors.
- 3.3 Examiners are limited to a maximum of three terms of two years. Board of Censors may, at its discretion, extend the term limit.

### 4. Selection Criteria

Examiners must:

- 4.1 Be a Fellow 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.

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- 4.5 Be able to attend examinations held in Sydney, but which may at times be held online or in other states and territory capital cities.
- 4.6 Participate actively and be prepared to attend additional workshops or training in the areas of examination standard setting, blueprinting, question development and examination development.