

Senior Project Officer – Nursing and Midwifery Exams Clinical Advisor

Position no.	TBC	Work Area Profile	Registration
Work Level Classification	Level 7	Directorate/Business Unit	Regulatory Operations
Reports to (role)	National Manager, Registration (Program Management) (operations) Policy Manager Strategy and Policy (professional)	Location	Adelaide/Melbourne
No. direct reports	Nil	No. of indirect reports	TBC
Version date	V1.0	Tenure	Full time

Work area profile

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: www.ahpra.gov.au

The Nursing and Midwifery Board of Australia's pathway for registration for some internationally qualified nurses and midwives (IQNM), it through the outcome-based assessment (OBA) process. This pathway facilitates access to the Australian healthcare workforce for these practitioners. The OBA processes are coordinated by Ahpra.

Role purpose

Reporting to the National Manager, Registration (Program Management) on operational matters/issues and the Policy Manager Strategy and Policy for professional matters/issues, the Senior Project Officer – Nursing and Midwifery Exams Clinical Advisor is responsible for the management and provision of professional/clinical (nursing and midwifery) guidance, input and ongoing development of the IQNM objective structured clinical examinations (OSCE) and the multiple choice question (MCQ) knowledge examinations (as relevant).

The Senior Project Officer – Nursing and Midwifery Exams Clinical Advisor will work closely with the Project Officer - Exam Coordination and Operations to provide professional advice to ensure the OBA procedural framework is maintained. The role will have a strong focus on the long-term sustainability and integrity of the OBA pathway from a professional perspective; and ensure sustainable internal and external pathways for collaboration between examiners, the external provider/s and the relevant Ahpra operational and policy teams.

Key Accountabilities

- Maintain and improve the quality of the OBA procedures and processes from a professional/clinical (nursing and midwifery) perspective in collaboration with the Project Officer - Exam Coordination and Operations, the broader Ahpra's exam coordination team, accreditation, policy, registration teams and committees.
- From a professional/clinical (nursing and midwifery) perspective maintain and improve the ongoing governance and procedures that integrate with Ahpra's operational procedures and processes to maintain the integrity of the examination process. Deliver outcomes that meet the established OSCE/MCQ (as relevant) delivery standards, to ensure a consistent and clear experience for candidates.

- Establish and maintain strategic relationships with relevant external and internal stakeholders to provide trust and confidence in the pathway to the Nursing and Midwifery Board of Australia, applicants, government, and health services.
- Provide subject matter professional/clinical (nursing and midwifery) expertise into clinical examination and assessment development (OSCE/MCQ (as relevant) writing, rubrics and scoring) exam communication, orientation and training materials.
- Provide professional/clinical (nursing and midwifery) subject matter expertise into recommendations, quality review and advice to relevant decision-making groups, verbally and in writing.
- Provide professional/clinical (nursing and midwifery) subject matter expertise and advice on best practice exam coordination, examiner management and support, including reporting and quality assurance approaches.
- Work with the National Manager, Registration (Program Management) to resolve any risks and issues identified. Other duties as directed by the National Manager, Registration (Program Management).
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - take reasonable care for own and others’ health, safety and wellbeing, and
 - adhere to Ahpra’s workplace health, safety and wellbeing policies and procedures.

Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency Level
Service	Commits to customer service	Advanced
	Displays leadership	Advanced
	Generates and delivers the strategic vision	Advanced
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Intermediate
Collaboration	Builds constructive working relationships	Advanced
	Communicates effectively	Advanced
Achievement	Demonstrates accountability in delivering results	Advanced
	Uses information and technology systems	Advanced
	Displays personal drive and integrity	Advanced

Qualifications/experience

Qualifications/Experience	Required
Qualifications	Nursing qualification and registration with the NMBA required Midwifery qualification and registration with the NMBA desirable Cert IV Training & Assessment
Experience	Demonstrated expertise in clinical examination and assessment development (OSCE/MCQ writing, rubrics and scoring) and coordination of clinical examination and assessment processes including examiner management. Relevant experience in a training and/or education environment Demonstrated ability to develop and maintain sustainable governance and procedural frameworks. Demonstrated ability to recognise and resolve critical and sensitive issues and provide high level, authoritative advice. Excellent interpersonal/communication skills, ability to work collaboratively in teams and manage relationships with a wide range of stakeholders. Excellent organisational skills including excellent time management skills plus the ability to prioritise workload in response to time critical targets. Excellent verbal and written communication skills, ability to liaise, negotiate, consult, resolve conflict and manage change.

Key relationships

Internal Relationships	External Relationships
Nursing and Midwifery Board of Australia, and their delegates including accreditation committees	Adelaide Health Simulation (AHS), The University of Adelaide
National Director and National Managers – Registration	Third party vendors
Executive Officer, Nursing and Midwifery and policy team	External and individual examiners and associated technical staff
Registration international assessment and exam coordination teams	Exam candidates
Ahpra accreditation team	
Ahpra procurement team	
Ahpra finance team	
Program and Project teams	