

Position Description

Position No.	47	Assessment Pharmacist
Reports To	Director Assessment	
Type of Employment	Full Time	
Business Unit	Assessment	
Supervisor of	Not applicable	

Role Description

The Assessment Pharmacist will support the APC assessment team by actively contributing to exam development activities. The position requires utilising clinical skills and experience alongside collaboration with Subject Matter Experts (SMEs) to prepare exam content that can accurately assess the essential knowledge and competencies for professional pharmacy practice.

Key Areas of Responsibility

Exam Development

- Collaborate with the Director Assessment and the Exams Development Manager to plan, design and execute content development initiatives.
- Ensure the accuracy, currency and relevance of exam content by critically reviewing questions for alignment with current pharmacy practice standards and regulatory requirements.
- Revise and refine exam questions to enhance clarity, coherence, and psychometric quality, ensuring they effectively assess the intended competencies, knowledge areas, and skills.
- Contribute to the design and construction of assessments, including the development of complete exam forms and sample papers.
- Design, deliver, and facilitate content development activities to support SMEs in creating high-quality, practice-relevant exam content.
- Analyse exam performance data and candidate response patterns to evaluate item effectiveness, and use these insights to inform continuous improvement in SME training, item writing practices, and exam content development strategies.
- Provide counselling to eligible unsuccessful exam candidates, offering constructive feedback to assist with future exam preparation.
- Assist in the maintenance and quality assurance of the item bank, including classification, tagging, version control, and statistical monitoring of exam questions.

Stakeholder engagement

- Engage, coordinate, and support SMEs to ensure effective collaboration in the development of high-quality exam content, using data-driven insights to strengthen item quality.
- Assign, monitor, and manage exam-related tasks for SMEs, providing clear guidance, timelines, and evidence-based feedback grounded in item performance and assessment analytics.
- Design and deliver training and resource materials to equip SMEs with the tools and knowledge needed for consistent, high-standard exam item development and continuous improvement.
- Develop targeted candidate preparation materials and website content informed by exam performance trends and common challenges.

- Maintain compliance with APC policies, standards, procedures and guidelines to proactively support SMEs in all phases of content development.

General

- Maintain up-to-date clinical knowledge, understand professional advancements, and stay informed about practice and regulatory changes to ensure exam content reflects contemporary practice.
- Support to the analysis of exam performance to identify trends and areas for improvement.
- Contribute to the formulation of APC policies, standards, procedures and guidelines by providing advice, information and recommendations.
- Work collaboratively with the APC team to perform assigned tasks.
- Support the Assessment team as required.

Experience / Qualifications

Minimum

- Registered pharmacist in Australia with minimum of 10 years' recent practice experience.
- Clinical knowledge and skills in contemporary pharmacy practice in Australia.
- Demonstrated ability to manage stakeholder relationships.

Desirable

- Experience in pharmacy-related training and education.
- Proficient in the analysis and management of data.
- Demonstrated competency in the Microsoft Office suite.
- Excellent writing, editing and communication skills.

Competencies

Core Competencies

Competency	Definition
Our Values	Promotes and embodies our values in what we do and how we behave.
Holistic Approach	Works in the best interests of APC.
Team Oriented	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
Achievement Orientated	Identifies and accomplishes challenging objectives or personal goals.

Mandatory Functional Competencies

Competency	Definition
Communication	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
Time Management	Manages responsibilities in a timely and efficient manner.
Effective Relationships and Engagement	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
Cultural Awareness	Understands and promotes our path to reconciliation.

Competency	Definition
Diversity and Inclusion	Recognises and values diversity of people, ideas and cultures.
Quality & Professionalism	Maintains high work standards and takes personal responsibility.

Job Specific Competencies

Competency	Definition
Stakeholder Management	The ability to demonstrate concern for satisfying external and/or internal stakeholders
Attention to detail	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
Analytical Ability	Reviews and analyses a wide variety of information and recommends a specific course of action.
Planning and Organising	Establishes a course of action for self and/or others to accomplish a specific goal.
Stress Tolerance	Maintains composure in highly stressful or adverse situations.

Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Exam Development	70%
Stakeholder engagement	25%
General	5%
TOTAL	100%

Document Control

Version	1.1
Status	Draft

History

Date	Version	Key Changes
4 June 2025	1.1	Revised KRAs