

Position Description

Position No.	47	Assessment Pharmacist
Reports To	Senior Assessment Pharmacist	
Type of Employment	Part Time (0.6 FTE) Permanent / Fixed Term	
Business Unit	Professional Standards & Services - Assessment	
Supervisor of	Not applicable	

Role Description

The Assessment Pharmacist supports the Australian Pharmacy Council (APC) Assessment team by developing, reviewing and validating exam content for APC assessments. Drawing on contemporary pharmacy practice expertise and collaborating with Subject Matter Experts (SMEs), the role ensures exam content meets APC quality standards and accurately assesses the essential knowledge and competencies required for safe and effective pharmacy practice in Australia.

Key Areas of Responsibility

Assessment Development

- Collaborate with the Senior Assessment Pharmacist to plan, design and deliver assessment development and quality assurance initiatives.
- Review, validate and refine exam content to ensure it meets APC quality standards, is clinically accurate, aligned with contemporary pharmacy practice, and appropriately assesses the intended competencies.
- Contribute to the design, development and quality assurance of assessments, including the development of complete exam forms and sample papers.
- Deliver and facilitate exam content development activities, providing practical guidance, resources and support that enable Subject Matter Experts (SME) to develop high-quality, practice-relevant exam content.
- Develop and deliver SME training, resources and feedback processes to build question-writing capability and support continuous development of SME knowledge and skills.
- Analyse exam performance data and candidate response patterns to evaluate assessment effectiveness and inform continuous improvement of exam content, SME capability and assessment development processes.
- Maintain the quality and integrity of the item bank through classification, tagging, version control, statistical monitoring and ongoing content review.

Stakeholder Engagement

- Engage and support SMEs throughout the exam content development process, fostering effective collaboration, clear communication and productive working relationships.
- Plan, allocate, and manage SME content development activities, establishing clear expectations, coordinating timelines, and monitoring progress to ensure the timely delivery of high-quality outputs.
- Develop targeted candidate preparation materials and website content informed by exam performance trends and common challenges.

- Provide feedback consultations to eligible unsuccessful exam candidates to support future exam preparation.
- Apply APC policies, standards, procedures and guidelines to proactively support SMEs in all phases of content development.

General

- Contribute to the development and continuous improvement of APC policies, standards, procedures and guidelines.
- Work collaboratively across APC and support the Assessment team in delivering organisational objectives and operational priorities.

Experience / Qualifications

Minimum

The following minimum requirements must be met at appointment and maintained throughout employment where specified.

- Hold general registration as a pharmacist with Ahpra with no conditions.
- Minimum of five years' recent experience practising as a fully registered pharmacist in Australia.
- Maintain ongoing professional engagement through either regular direct patient-facing pharmacy practice, or university-level teaching of pharmacy-related disciplines within a health professional program, to remain current in contemporary pharmacy practice, professional standards, and entry-to-practice expectations.
- Demonstrated ability to manage effective stakeholder relationships.
- Excellent written, editing and verbal communication skills.

Desirable

- Experience in pharmacy-related training and education.
- Experience in analysing and interpreting data.
- Demonstrated proficiency in the Microsoft Office suite.

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.

Competency	Definition
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.
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
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.
Stakeholder Management	The ability to demonstrate concern for satisfying external and/or internal stakeholders

Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Assessment Development	75%
Stakeholder engagement	20%
General	5%
TOTAL	100%

Document Control

Version	2.0
Status	Final Draft

History

Date	Version	Key Changes
4 June 2025	1.1	Revised KRAs
July 2026	2.0	Assessment team restructure