

# **Exam and Administration Coordinator**

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**Full time**

**EUSEM – Antwerp, Belgium**

## **The Organisation**

European Society for Emergency Medicine (EUSEM) is a non for profit organisation of national member societies and individual members. We promote research and education and the recognition of Emergency Medicine across Europe. Our remit is medical dispatch, prehospital, emergency departments and disaster medicine. Our members are doctors, nurses, and paramedics coming from over 80 countries around the world. We organize various education and training courses (online and onsite), an annual congress as well as the European Board Examination. We also conduct clinical research to improve the standard of care in emergency medicine.

We are looking for an Exam and Administration Coordinator, who will support the activities in relation to the European Board Examination in Emergency Medicine and support EUSEM in its other activities.

The European Board Examination in Emergency Medicine (EBEEM) is conducted under the partnership of EUSEM and UEMS (European Union of Medical Specialists) Section and Board of Emergency Medicine (UEMS EM S&B). This is a two-part examination designed to confirm the candidate's suitability for independent practice as an emergency physician within any country in the Europe. The examination assesses the knowledge, skills and behaviours necessary for the clinical practice of Emergency Medicine as defined by the European training requirement which includes the Curriculum. This confirms that the successful candidate is able to provide clinical leadership in the emergency department.

## **Key responsibilities:**

The Exam and Administration Coordinator reports directly to the CEO on all matters relating to the European Board Examination in Emergency Medicine (EBEEM) and EUSEM activities. The Exam and Administration Coordinator must be able to write clear and accurate documents in terms of communication to examiners and candidates. The Coordinator is responsible for quality assuring all documents before being sent out. The Coordinator must also be able to execute in accordance to the Exam standard operating procedures. Key responsibilities by area are listed below, though this is not an exhaustive list.

## Administration of EMERGE

- Supporting the Chairs of the Emergency Medicine Examination Reference Group for Europe (EMERGE), on all matters relating to EBEEM as well as the EMERGE group.
- Managing, arranging and attending various EMERGE working group meetings around Europe as required.
- Liaising with national societies and educational institutions.
- Making travel arrangements for group members to attend EMERGE meetings.
- Writing and distributing meeting minutes.
- Developing and managing annual timelines and action plans and delegating EMERGE responsibilities as required.

### Recruiting examiners and organising examiner training

- Under the guidance of EMERGE chairs, recruiting examiners from the EM specialty in Europe.
- Processing examiners application forms.
- Corresponding with all applicants regarding the status and outcome of their applications.
- Maintaining an examiner database.
- Ensuring examiners have up to date qualifications and meet examiner criteria.
- Organising online examiner training workshop.
- Creating training materials for examiners.
- Assisting with examiner assessments.
- Gathering, collating and disseminating feedback from events.
- Developing and maintaining quality assurance procedures for examiner training.

### Managing the exam application process

- Setting up the registration and application platform for each exam.
- Collating application materials.
- Ensuring effective communication with applicants and prospective candidates.
- Reviewing each candidate's application materials, as outlined in the standing operating procedures.
- Following the procedure of escalation to the EMERGE chairs for candidates deemed unsuitable.
- Developing and managing the applicant database.
- Co-ordinating candidate seating allocations in the online exam.

### Examination Part A

- Create, prepare and process online candidate registration.
- Follow up on examiners for writing questions.
- Set up the exam on a exam specific online platform.
- Secure and prepare candidate scoring outcomes for adjudication of core group.
- Create, prepare and distribute individual candidate score reports.

### Examination Part B:

- Create, prepare and process online candidate registration.
- Support Examiners responsible for specific clinical scenarios.
- Devising rotation schemes for the 3-day exam.
- Prepare and manage strict timeline for the delivery of multiple candidate rotations.
- Monitor candidate marking process for quality assurance and completeness.
- Prepare adjudication and marking meetings for determination of pass marks and discussion of candidate performance.
- Communication of results to individual candidates.
- Create, prepare and distribute certificates and awards as appropriate.

### Organising the annual graduation ceremony

- Invite successful candidates to attend the graduation ceremony which is held during the EUSEM Congress.

- Manage and deliver the award process, including designing awards and certificates for all candidates.
- Managing strict timeline and preparation for rehearsal and actual ceremony.

#### Marketing and publicity

- Creating and distributing promotional material.
- Continually revise and manage all content for the EBEEM website and other social media platforms.
- Answering all general queries about the examination process.

#### Support for EUSEM activities

- Managing the EUSEM membership: communication, registration and administration.
- Liaising with National societies.
- Supporting marketing and communication.
- Supporting educational activities: organising webinars, set up and coordination of registration for educational activities.
- Organising participation at partner congress exhibitions: preparing material, liaising with freight forwarders.
- General administration of the office: organising meetings for sections and committees, booking travel and accommodation for board and committee members, following up on enquires.

#### **Who are you?**

- You have a Bachelor degree preferably in a scientific/health related field.
- You are a highly organized and enthusiastic team player.
- Very detailed minded and thorough.
- You are a fast learner and adaptable depending on the task.
- You are able to deliver under pressure and to tight deadlines.
- You have excellent administrative and logistical coordinating skills.
- Excellent knowledge of oral and written English.
- Strong knowledge of MS Office including Excel and comfortable with numerical and written data.
- Have the ability to use sound judgement, initiative, tact and diplomacy when handling challenging situations.

#### **Nice to have:**

- Working knowledge of a medical society/association.
- Experience working closely with key opinion leaders in the medical sector.
- Working knowledge or medical exams.
- Experience with technical writing and presentations.

**What's in it for you?**

- Making recommendations for improvement in efficiency of processes and quality of the exam.
- Working in an international environment where you can challenge yourself.
- Working on a wide range of activities.
- Working with a dynamic team.
- Opportunity to occasionally travel in Europe.
- A salary dependent on experience.

Candidates must be available to start as soon as possible.

**Interested?**

Apply by sending a cover letter and CV in English to **[davik@eusem.org](mailto:davik@eusem.org)**

Short-listed applicants will be contacted within three weeks after application.