

POSITION DESCRIPTION

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

| | |
|-----------------|---|
| POSITION | Deputy Chair, Court of Examiners |
| DATE PREPARED | March 2022 |
| REPORTS TO | Chair of the Court of Examiners |
| POSITION HOLDER | Appointed by the Chair, Court of Examiners |

ROLE OVERVIEW

The Deputy Chairs of the Court of Examiners (the Court) provide support to the Chair of the Court in overseeing the Fellowship Examinations activities of the Royal Australasian College of Surgeons (RACS).

PRIMARY OBJECTIVE

To support the Chair of the Court in ensuring examinations conducted by the RACS are in accordance with requirements for accreditation, authorisation and key RACS policy documents including the strategic plan.

KEY RELATIONSHIPS

| Within the Education Portfolio | Nature of Relationship |
|--|---|
| Chair of the Court | Reports to and liaises with on all matters relating to the Fellowship Examination |
| Senior Examiners | Provides leadership and direction |
| EGM, Education Development and Delivery EGM, Education Partnerships Head, Examinations Delivery Examinations Department | Collaboration and support |

KEY ACCOUNTABILITIES AND TASKS

Primary Responsibility – Education Policy

- Support the Chair of the Court
- Deputise for the Chair of the Court, if required.
- Monitor internal and external environments to ensure that objectives and policies for assessment and examination are achieved.
- Ensure examination standards are aligned with those of the RACS Surgical Education and Training (SET) program
- Attend Specialty Court meetings
- Participate in training new examiners and observing exams
- Be a member of the Court Executive
- Attend the Fellowship Examinations
- Attend extraordinary meeting(s) of the Court
- Other court processes at the discretion of the Court

Primary Responsibility – RACS Governance

- Deputise for the Chair of the Court if required

Primary Responsibility – External Representation

- Represent the Court at various national and international professional education focussed forums as required.

SELECTION CRITERIA

- Have recent experience as a senior examiner
- Have a current clinical appointment
- Have participated/contributed to exam related activities, both internal and external to RACS

In line with the RACS diversity and inclusion plan, we actively seek to increase diversity in gender, surgical specialty and from culturally diverse backgrounds within the Executive Committee

DIRECT REPORTS

Nil

TENURE AND METHOD OF APPOINTMENT

Refer to the Court of the Examiners Terms of Reference policy.

FINANCIAL AUTHORITY LIMITS

Nil

Approver Education Board
Authoriser Council