

## POSITION DESCRIPTION

POSITION	<b>Senior Examiners and Deputies</b>
DATE PREPARED	<b>September 2016</b>
REPORTS TO	<b>Chair of the Court of Examiners</b>
POSITION HOLDER	<b>Appointed by each Specialty Court of Examiners</b>

### ROLE OVERVIEW

The Court of Examiners (the Court) is comprised of nine Specialty Courts representing the surgical specialties in which RACS conducts the Fellowship Examination. The Senior Examiner is the Chair of the Specialty Court and reports to the Full Court.

The Deputy Senior Examiner provides support to the Senior Examiner and will exercise all duties of the Senior Examiner when requested. The Deputy Senior Examiner is not automatically appointed to the Senior Examiner Role at the end of a Senior Examiner's tenure.

### PRIMARY OBJECTIVE

To conduct the Fellowship Examination, chair the Specialty Court meetings and make recommendations to the Full Court.

### KEY RELATIONSHIPS

Within the Education Portfolio	Nature of Relationship
▪ Chair of the Court	Reports to and liaises with on all matters relating to their Specialty
▪ Deputy Chairs of the Court	Reports to and liaises with on all matters relating to their Specialty
▪ Senior Examiners in other specialties	Collaboration and support
▪ Division of Education and Training Administration	Collaboration and support
▪ Division of Education Development and Assessment	
▪ Examinations Department	

Within the College	Nature of Relationship
▪ Specialty Training Boards	Liaises with

### KEY ACCOUNTABILITIES AND TASKS

#### Primary Responsibility – Education Policy

- Chair the Specialty Court meetings
- Report to the Executive Committee of the Court
- Ensure all components of the examination are produced and blueprinted against the curriculum as defined by the Specialty Training Board
- Ensure that all components of the examination are submitted within the required timeframes
- Make recommendations to the Full Court when selecting and appointing new examiners
- Confirm availability of examiners for each examination and examiner pairings
- Appoint local coordinators and assistants

- Produce feedback reports for failed candidates
- Ensure all newly appointed examiners complete the Examiners Training Course
- Provide supervision and support for newly appointed examiners and give regular feedback to all examiners
- Review examiner performance and provide written feedback at reappointment every 3 years
- Make recommendations to the Full Court

**Primary Responsibility – College Governance**

Nil

**Primary Responsibility – External Representation**

Nil

**DIRECT REPORTS**

Nil

**TENURE AND METHOD OF APPOINTMENT**

Refer to the Court of Examiners Terms of Reference.

**FINANCIAL AUTHORITY LIMITS**

Nil