1. PURPOSE AND SCOPE
To provide the terms of reference for the Surgical Science and Clinical Examinations Committee (SSE & CE Committee)

2. KEYWORDS
SET, Surgical Science, SSE, Clinical, CE, Examination, Committee, Terms of Reference

3. BODY OF POLICY
The SSE & CE Committee provides the governance framework for the development, conduct and administration of the Generic Surgical Science Examination (GSSE), Speciality Specific Surgical Science Examination (SSE) and Clinical Examinations (CE). These Examinations are the formal summative assessments of the early part of training for each of the nine specialty training programs. From 2014 onwards, the GSSE will progressively be opened to doctors not on the SET program.

The SSE & CE Committee is comprised of surgeons representing the nine specialties and scientists from the disciplines of anatomy, pathology and physiology.

3.1. Duties and Responsibilities
3.1.1. To develop policy and protocols in regards to the conduct and administration of the Examinations
3.1.2. To determine the pass standard for each administration of the Examinations
3.1.3. To review and discuss the results of individual candidates in defined circumstances which may include but is not limited to special circumstance, minimum standard rule, awarding of prizes.
3.1.4. To approve the results of each Examination for noting by the Board of Surgical Education and Training (BSET)
3.1.5. To review statistical data relating to the Examinations to ensure the quality standard and validity of the Examinations is maintained.
3.1.6. To undertake other activities pertaining to the Examinations as appropriate

3.2. Composition
3.2.1. The SSE & CE Committee will comprise:
   a. Chair
   b. Deputy Chair
   c. Speciality Representatives (x9)
   d. The Chair of each of the following Surgical Science Subcommittees:
      Anatomy
      Physiology
      Pathology
   e. The Chair of the Clinical Subcommittee
3.2.2. In the instance of a specialty board nominated representative being unavailable to attend a meeting of the SSE & CE Committee, their nominee will have observer status only.

3.2.3. College staff in attendance

Secretariat: Examinations Department

3.3. Appointment

3.3.1. The Chair is nominated by Chair BSET and approved by the Education Board.

3.3.2. The Deputy Chair is elected from the membership.

3.3.3. The Surgical Science Examiners will be nominated by their relevant Board and is member of that Board.

3.3.4. The Speciality Representative may concurrently hold the position of Chair Anatomy, Pathology, Physiology or Clinical Subcommittee.

3.3.5. The Chairs of Anatomy, Pathology, Physiology and Clinical Subcommittees are appointed according to the terms of reference of the relevant Subcommittee.

3.4. Tenure

3.4.1. The duration of terms of service is three years with possible reappointment for two further three year terms.

3.4.2. The Committee Chair period of appointment cannot exceed the maximum term of service (9 years) from the time of appointment.

3.5. Quorum

A quorum of the Committee is the majority of members

3.6. Accountability

The SSE & CE Committee is accountable to the Education Board and reports through the:

3.6.1. Board of Surgical Education and Training, and

3.6.2. Skills Education Committee in relation to pre-vocational candidates.

3.7. Frequency of Meetings

Three times, annually. Two meetings will be held in accordance with the number and timing of the Examinations

4. ASSOCIATED DOCUMENTS

Policies

EDA-EXA-004 Conduct of the SET Clinical Examination
EDA-EXA-008 Conduct of the Generic Surgical Sciences Examination
Various Conduct of the Surgical Sciences Examination relevant to each Specialty
REL-GOV-010 Heslop Medal

Approver Education Board
Authoriser Council