

Division:	Education Development & Assessment	Ref. No.	EDA-EXA-014
Department:	Examinations		
Title:	Clinical Examination Subcommittee Terms of Reference		

1. PURPOSE AND SCOPE

To provide the Terms of Reference for the Clinical Examination Subcommittee (Subcommittee) of the Surgical Science and Clinical Examination Committee (SSE & CE Committee).

2. KEY WORDS

Clinical Subcommittee, Committee, Examinations, Clinical Examination; CE, Terms of Reference

3. BODY OF POLICY

3.1. Objectives

- 3.1.1. To develop and provide oversight of the Clinical Examination (CE)
- 3.1.2. To create, develop and maintain a bank of clinical questions for use in the CE, ensuring they remain current, accurate and relevant.
- 3.1.3. To standard set and verify, ensuring the CE is valid reliable and aligned to international best practice.

3.2. Composition

- 3.2.1. The Subcommittee will comprise:
 - a) Chair
 - b) Deputy Chair
 - c) Representative(s) of the 9 specialties as appropriate
- 3.2.2. The Subcommittee will include a representative from each locality in which an examination occurs to act as the Regional Coordinator for that exam.
- 3.2.3. College staff in attendance
Secretariat: Examinations Department

3.3. Method of Appointment

- 3.3.1. **Members** are appointed through nomination, selection and approval of the SSE & CE Committee.
- 3.3.2. The **Chair** is elected from and by the members of the Subcommittee.
- 3.3.3. The **Deputy Chair** is elected from and by members of the Subcommittee.

3.4. Nomination Eligibility

The following eligibility criteria are required for nomination to the Subcommittee:

- 3.4.1. A Fellow of the Royal Australasian College of Surgeons (the College) in good standing.
- 3.4.2. In active clinical practice and having a teaching role.

3.5. Nomination

Nomination for appointment to the Subcommittee requires:

- 3.5.1. nomination and support from a Fellow of the College;
- 3.5.2. confirmation of agreement by the nominee; and

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3.5.3. a current CV.

3.5.4. The following are considered attributes essential of nominees:

- a) Maintain and respect the confidential nature of examination material.
- b) A broad knowledge of and familiarity with the curriculum for specialist surgical training.
- c) Ability to work within the team structure of the Subcommittee.

3.6. Appointment

3.6.1. Members are appointed by the Subcommittee Chair, the Chair of the SSE & CE Committee and the Examinations Manager, following consideration of the composition and needs of the Subcommittee.

3.7. Tenure

3.7.1. The duration of the terms of service is three years with possible reappointment to a maximum of two additional three year terms.

3.7.2. Reappointment at the end of each three year term is subject to mutual agreement by both the Subcommittee member and the Chair of the appropriate Subcommittee.

3.7.3. Each Subcommittee Chair and Deputy Chair cannot exceed the maximum term of service (nine years) from the time of appointment.

3.8. Quorum

A quorum of the Subcommittee requires the majority of members including the presence of the Chair or Deputy Chair.

3.9. Accountability

The Subcommittee is accountable and reports to the SSE & CE Committee.

3.10. Frequency of Meetings and Minimum Attendance

3.10.1. Subcommittee meetings are held three times a year, typically in Melbourne and documented in accordance with the Royal Australasian College of Surgeons protocols.

3.10.2. An individual subcommittee member is expected to attend two out of three meetings averaged over two consecutive years:

- a) Failure to attend two consecutive meetings will be brought to the members' attention via a letter from the Chair of the Subcommittee.
- b) Failure to attend three consecutive meetings may result in cessation of tenure.

4. ASSOCIATED DOCUMENTS

Policy: EDA-EXA-004 Conduct of the SET Clinical Examination

Approver Education Board
Authoriser Council

Authorised By Director, Education Development & Assessment

Document Owner Manager, Examinations

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