

<b>Division:</b>	<b>Education Development &amp; Assessment</b>	<b>Ref. No.</b>	<b>EDA-EXA-032</b>
<b>Department:</b>	<b>Examinations</b>		
<b>Title:</b>	<b>Surgical Science Examination Subcommittees Terms of Reference</b>		

## 1. PURPOSE AND SCOPE

To provide the Terms of Reference for the Surgical Science Examination Subcommittees (Subcommittees) of the Surgical Science and Clinical Examination (SSE & CE) Committee as follows:

- Anatomy Subcommittee
- Pathology Subcommittee
- Physiology Subcommittee

## 2. KEYWORDS

Anatomy, Pathology, Physiology, Subcommittee, Committee, Examinations, Surgical Science, SSE, Terms of reference

## 3. BODY OF POLICY

### 3.1. Objectives

- 3.1.1. To develop and provide oversight of:
- a) Generic Surgical Science Examination (GSSE)
  - b) Specialty Specific Surgical Science Examination (SSE) for
    - Cardiothoracic Surgery
    - General Surgery
    - Neurosurgery
    - Otolaryngology Head and Neck Surgery
    - Urology
    - Vascular Surgery
- 3.1.2. To create, develop and maintain questions which constitute the above examinations, ensuring they remain current, accurate and relevant.
- 3.1.3. To create, standard set and verify the above examinations, ensuring they are valid, reliable and aligned to international best practice.

### 3.2. Composition

- 3.2.1. Each Subcommittee will comprise:
- a) Chair
  - b) Deputy Chair
  - c) Representative(s) of the nine Specialty Training Board(s) as appropriate for the relevant SSE.
- 3.2.2. Subcommittees may in addition, include experts who are not Fellows of the Royal Australasian College of Surgeons (the College) but who have the expert knowledge necessary to achieve the objectives above.
- 3.2.3. Co-opted Members:

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Page 1 of 4		Review Date:	November 2017

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Where required, each Subcommittee may co-opt members for specific tasks as experts.

- 3.2.4. College staff in attendance  
Secretariat: Examinations Department.

### 3.3. Method of Appointment

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

### 3.4. Nomination Eligibility

One or more of the following eligibility criteria is required for nomination to any Subcommittee:

- 3.4.1. A Fellow of the College in good standing.
- 3.4.2. In active clinical practice and/or teaching in an accredited University.
- 3.4.3. An expert who is a Fellow of another Australian, New Zealand or Australasian Specialist College.
- 3.4.4. An expert in the employment of a recognised Tertiary Institution in Australia or New Zealand.

### 3.5. Nomination

- 3.5.1. Nominees who are Fellows of the Royal Australasian College of Surgeons:
- nomination is supported by two Fellows of the College;
  - confirmation of agreement by nominee; and
  - a current CV.
- 3.5.2. Specialty representatives are nominated by their relevant Specialty Training Board.
- 3.5.3. Nominees who are not Fellows of the College:
- nomination is supported by two existing Subcommittee members,
  - confirmation of agreement by nominee; and
  - a current CV.
- 3.5.4. The following are considered attributes essential of nominees:
- maintain and respect the confidential nature of examination material.
  - a broad knowledge of and familiarity with the curriculum for specialist surgical training in the appropriate specialty and training year.

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- c) an ability to work within the team structure of the relevant Subcommittee.

### 3.6. Appointment

- 3.6.1. Member selection is conducted by the respective Subcommittee Chair, the Chair of the SSE & CE Committee and the Examinations Manager, in consideration of the composition and needs of each Subcommittee.
- 3.6.2. Co-opted members must have specific areas of expertise required to achieve the objectives of the Subcommittee. Selection is via the process outlined in 3.5.3.

### 3.7. Tenure

- 3.7.1. The duration of 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.
- 3.7.4. Co-opted members are appointed for one year. If a longer involvement is required, consideration will be given to nominating the co-opted member within the above tenure regulations minus time already served as a 'co-opted' member.

### 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

Each 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:
- Failure to attend two consecutive meetings will be brought to the members' attention via a letter from the Chair of the Subcommittee.
  - Failure to attend three consecutive meetings may result in cessation of tenure.
  - The relevant Specialty Training Board will be advised if a Subcommittee member appointed as a specialty representative by a Specialty Training Board fails to attend three consecutive meetings.

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**4. ASSOCIATED DOCUMENTS**

EDA-EXA-008	Conduct of the Generic Surgical Sciences Examination
EDA-EXA-023	Conduct of the Surgical Sciences Examination in Urology
EDA-EXA-025	Conduct of the Cardiothoracic Surgical Sciences and Principles Examination
EDA-EXA-026	Conduct of the Generic Surgical Sciences Examination for Junior Doctors
EDA-EXA-027	Conduct of the Surgical Sciences Examination in Neurosurgery
EDA-EXA-028	Conduct of the Surgical Sciences Examination in Vascular Surgery
EDA-EXA-029	Conduct of the Surgical Sciences Examination in OHNS
EDA-EXA-030	Conduct of the Surgical Sciences Examination in General Surgery

**Approver** Education Board  
**Authoriser** Council