

Australasian Chapter of Sexual Health Medicine (AChSHM) Examination Working Group

Terms of Reference

Area of College	Education, Learning & Assessment (ELA)
Document Writer	Executive Officer, Faculty & Chapter Examinations, Assessment Services, ELA
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents, amendments to existing documents, or changes to approver, owner, or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Australasian Chapter of Sexual Health Medicine (AChSHM) Examination Working Group is established under the authority of the Training Program Committee – Sexual Health Medicine to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Term

The term of this Australasian Chapter of Sexual Health Medicine (AChSHM) Examination Working Group is for three years or as determined by the Training Program Committee – Sexual Health Medicine.

2. PURPOSE

The purpose of the Working Group is to define the new curriculum examination (Exit Assessment) and develop resources to support implementation from 2028.

3. FUNCTIONS

The functions of the Working Group are:

- a) propose the purpose, curriculum focus (blueprint), format and passing criteria of the new curriculum examination (Exit Assessment), in partnership with the Chief Examiner and in alignment with the new curriculum standards.
- b) develop resources for trainees, question developers, examiners and/or educators to support implementation and to aid understanding of exam changes.
- c) incorporate feedback from and summarise reports to the Training Program Committee – Sexual Health Medicine as required from time to time.

4. MEMBER COMPOSITION

The Membership of the College Body shall comprise at least six, and up to eight members who are Fellows of AChSHM, comprising:

- d) A Chair, who is co-opted to the Training Program Committee – Sexual Health Medicine for the length of the term.
 - a) A Deputy Chair.
 - b) Chief Examiner of the Exit Assessment.
 - c) A New Fellow representative.

- d) A member who is based in Aotearoa New Zealand, where possible.

A member of the Working Group may perform multiple roles.

4.1. Appointed Members

All members are appointed by the Training Program Committee – Sexual Health Medicine.

4.2. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

5.1. Number of Meetings

The College Body shall hold a minimum of six meetings per calendar year and shall meet by teleconference, face-to-face, or videoconference.

5.2. Chair

The Chair or their appointee will Chair all meetings.

5.3. Quorum

A quorum is one-half of the total College Body membership.

5.4. Voting

Decisions will be made by consensus of the majority of members.

5.5. Secretariat

The meeting agenda, supporting papers, and minutes or outcomes will be provided prior to the meeting.

6. REPORTING

The College Body must report and make recommendations to the Training Program Committee – Sexual Health Medicine as required.

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

7. DEFINITIONS

Term	Means
AChSHM	Australasian Chapter of Sexual Health Medicine
Board	The Board of Directors of The Royal Australasian College of Physicians
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Co-opted	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
New Fellow	Achieved Fellowship within 3 years of commencement of their term
Parent Body	Has the same meaning as the Governance of College Bodies By-law
Working Group	The Australasian Chapter of Sexual Health Medicine (AChSHM) Examination Working Group

8. HISTORY

Commencement		
These Terms of Reference were approved by the Training Program Committee – Sexual Health Medicine on 24/06/2026.		
Revision	Effective Date	Summary of Changes
1.0	24/06/2026	Initial approval/New Document
2.0		
3.0		