



The Royal Australasian
College of Physicians

Terms of Reference

Clinical Examination Committee – Adult Medicine

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE ASSESSMENT COMMITTEE - ADULT MEDICINE TO BE
KNOWN AS THE CLINICAL EXAMINATION COMMITTEE – ADULT MEDICINE**



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1. INTRODUCTION AND PURPOSE

1.1. The Assessment Committee - Adult Medicine pursuant to its terms of reference has established the Clinical Examination Committee – Adult Medicine

1.2. The Clinical Examination Committee – Adult Medicine has been established to:

- 1.2.1. oversee the clinical examination coordination and operations
- 1.2.2. review guidelines for candidates and examiners
- 1.2.3. review policies and procedures for conducting the examinations
- 1.2.4. oversee calibration, training and recruitment of examiners
- 1.2.5. convene the National Examiners Panel;
- 1.2.6. oversee the results analysis and communication of feedback to trainees, examiners and DPEs
- 1.2.7. engage in continuous quality improvement of the clinical examinations recommending policy and program change to the Assessment Committee - Adult Medicine, College Assessment Committee or associated Working Groups
- 1.2.8. prepare annual reports to the Assessment Committee - Adult Medicine on conduct of exam and issues arising
- 1.2.9. convene appropriate working groups to undertake operational and developmental work in relation to the Clinical Examinations.

1.3. The Committee must not:

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the Committee is a body independent of the College; or
- 1.3.3. form policy independent of the College Education Committee.

1.4. Composition of the Committee

The Committee shall comprise up to 11 members selected by expressions of interest. Committee members should be RACP members, unless otherwise indicated. The members shall include:

- 1.4.1. A Chair, nominated and approved by the Assessment Committee - Adult Medicine;
- 1.4.2. An elected Deputy Chair
- 1.4.3. A lead in operations (Australia)
- 1.4.4. A lead in operations (Aotearoa New Zealand)
- 1.4.5. Two representatives from the National Examining Panel



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1.4.6. Members representing each of the States/Territories who will be state coordinators (can hold multiple roles)

1.4.7. An advanced trainee, or an alternate approved by the Committee

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet face to face twice annually with teleconference meetings as required. Additional meetings require approval from the Chair of the Adult Medicine Division Education Committee and the Director of Education.

Joint meetings with the Clinical Examination Committee – Paediatrics & Child Health may be held, as required.

2. TERM OF OFFICE

2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.

2.2. The term of membership for nominated positions to the Committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment.

3. REPORTING

3.1. The Committee is a Committee of **Assessment Committee - Adult Medicine** and must report to them as required from time to time.

3.2. The Committee may make exception reports to the Basic Training Committee on matters relating to the Clinical Examinations.

4. DEFINITIONS

“Board” means the Board of Directors of the College.

“College” means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee and includes the Divisions, Faculties and Chapters of the College.

“Constitution” means the Constitution of the College as amended from time to time.

“Fellow” means a Fellow of the College.

“Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of the College.



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Approved by **Adult Medicine Division Education Committee** on **30 October 2015**.

By-Law History as from 30 October 2015		
Commencement of By-Law		
This By-Law was approved by Adult Medicine Division Education Committee on 30 October 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.4	Composition of the Committee	January 2019