



The Royal Australasian
College of Physicians

Terms of Reference

Faculty Assessment Committee – Occupational & Environmental Medicine

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE AUSTRALASIAN FACULTY OF OCCUPATIONAL &
ENVIRONMENTAL MEDICINE EDUCATION COMMITTEE TO BE KNOWN AS THE
FACULTY ASSESSMENT COMMITTEE – OCCUPATIONAL & ENVIRONMENTAL
MEDICINE**



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Faculty of Occupational & Environmental Medicine (AFOEM) Education Committee pursuant to its terms of reference has established the Faculty Assessment Committee – Occupational & Environmental Medicine

1.2. The Faculty Assessment Committee – Occupational & Environmental Medicine has been established to:

- 1.2.1. oversee the development and evaluation of a suite of formative and summative assessment tasks and activities within the Faculty;
- 1.2.2. oversee the calibration of examiners and assessors of other assessment items
- 1.2.3. oversee the coordination of examination and assessment items and processes
- 1.2.4. oversee examination coordination and appointment and training of assessors/examiners and assessment/examining panels
- 1.2.5. engage in continuous quality improvement of all assessments, recommending policy and program change to the College Education Committee, via the Faculty Education Committee
- 1.2.6. carry out audit and analysis of written and practical data on all examinations and assessments, suggesting policy and procedure changes to the College Education Committee, via the Faculty Education Committee, as appropriate;
- 1.2.7. Provide annual reports to the College Assessment Committee and the Faculty Education Committee on the following matters:
 - 1.2.7.1. summary of examinations and assessment undertaken
 - 1.2.7.2. the conduct of examinations and assessments
 - 1.2.7.3. feedback, remediation and re-testing
 - 1.2.7.4. technical and operational improvements made
 - 1.2.7.5. College assessment standards and policies
 - 1.2.7.6. programs of assessment
 - 1.2.7.7. assessment blueprints
 - 1.2.7.8. examination blueprints, results and psychometric analyses

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



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The Committee shall comprise up to eight (8) members selected by expressions of interest. Committee members should be RACP members, unless otherwise indicated. The members shall include:

- 1.4.1. A Chair, appointed by the AFOEM Faculty Education Committee
- 1.4.2. A Deputy Chair, appointed from within the membership
- 1.4.3. A member with allocation for New Zealand interests
- 1.4.4. A New Fellow (within 5 years post-Fellowship)

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chair of the Faculty Education Committee and the Director of Education.

1.6. Subcommittees

The Committee does not have any standing subcommittees but may convene operational working groups or panels, as required, to undertake developmental work in relation to examinations and assessments.

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.

3. REPORTING

- 3.1. The Committee is a Committee of **AFOEM Faculty Education Committee** and must report to them as required from time to time.
- 3.2. The Committee may make exception reports to the College Assessment Committee to address emergent or risk management issues, as required.

4. DEFINITIONS

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| “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. |



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“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.

Approved by **Australasian Faculty of Occupational and Environmental Medicine Education Committee** on **28 April 2016**.

By-Law History as from 28 April 2016		
Commencement of By-Law		
This By-Law was approved by Australasian Faculty of Occupational and Environmental Medicine Education Committee on 28 April 2016 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced