

Faculty Assessment Committee – Australasian Faculty of Occupational and Environmental Medicine

Terms of Reference

Area of College	Assessment Services Unit, Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	6 November 2025
Next Review Date	1/04/2026
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 or amendments of 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 Faculty Assessment Committee – Australasian Faculty of Occupational and Environmental Medicine (College Body) is established under the authority of the Training Program Management Committee to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The College Body will be responsible for the oversight of the assessment and examination activities of the Australasian Faculty of Occupational and Environmental Medicine.

3. FUNCTIONS

The functions of the College Body are to oversee, for the relevant training program, in accordance with College policies and procedures:

- a) Development and evaluation of a suite of formative and summative assessment tasks and activities within the Faculty
- b) Calibration of examiners and assessors of other assessment items
- c) Coordination of examination and assessment items and processes
- d) Examination coordination and appointment and training of assessors/ examiners and assessment/examining panels
- e) Continuous quality improvement of all assessments, recommending policy and program change to the Assessment Committee, via the Faculty Training Program Committees
- f) Reviewing audit and analysis of written and practical data on all examinations and assessments, suggesting policy and procedure changes to the change to the Assessment Committee, via the Faculty Training Program Committees, as appropriate
- g) Providing annual reports to the Assessment Committee and the Faculty Training Program Committee on the following matters:
 - i. summary of examinations and assessment undertaken
 - ii. the conduct of examinations and assessments
 - iii. feedback, remediation and retesting
 - iv. technical and operational improvements made

- v. College assessment standards and policies
- vi. programs of assessment
- vii. assessment blueprints
- viii. examination blueprints, results and psychometric analyses.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

The College Body shall comprise up to eight (8) members including:

5.1. Chair and Deputy Chair

- Chair, appointed by the parent body
- Deputy Chair, appointed from within the membership.

5.2. Appointed Members

- Member with allocation for Aotearoa New Zealand interests
- New Fellow (within 5 years post-Fellowship)
- Member with allocation for MCQ expertise
- Member with allocation for MEQ expertise.

Members may have multiple responsibilities.

5.3. Co-opted Members

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

6. MEETING

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

6.1. Number of Meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference or videoconference. One (1) face to face meeting may be held each year.

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

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

6.4. Voting

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

6.5. Secretariat

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

7. INDIGENOUS OBJECT

Activity of the College Body will align with the RACP object to demonstrate a commitment to Indigenous aspirations and outcomes by:

- a) respecting and promoting the principles as enshrined in the [Uluru Statement from the Heart](#), [Te Tiriti o Waitangi](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#)
- b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities
- c) acknowledge the world views, protocols and cultures of Aboriginal and Torres Strait Islander peoples and Māori.

8. REPORTING

Reporting requirements are still being determined for all committees under the new structure.

The College Body must report agreed training program activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies as required.

9. DEFINITIONS

Term	Means
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
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law

Term	Means
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

10. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from September 2026 onwards, must be approved by the Training Program Management Committee.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
1.0	6 November 2026	Final version under the Board-approved new education governance structure.