

Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Examination Working Group

Terms of Reference

Area of College	Education, Learning & Assessment
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Approved by	AFOEM Assessment Committee (FAC) AFOEM Program Committee (TPC)
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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 Faculty of Occupational and Environmental Medicine (AFOEM) Examination Working Group is established under the authority of the Faculty Assessment Committee 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 Faculty of Occupational and Environmental Medicine (AFOEM) Examination Working Group is for two years or as determined by the AFOEM Faculty Assessment Committee.

2. PURPOSE

The purpose of Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Examination Working Group is to define the Consolidation examinations and develop resources to support full implementation of the new Curriculum from 2027.

3. FUNCTIONS

The functions of the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Examination Working Group are:

- a) propose the purpose, curriculum focus (blueprint) and format of the AFOEM Consolidation Written and Practical Examinations, in partnership with the Lead Coordinators and in alignment with the new Curriculum Standards.
- b) develop resources for trainees, question developers, examiners and/or educators to support the transition to business as usual and to aid understanding of exam changes.
- c) incorporate feedback and summarise reports to the Faculty Assessment Committee and Faculty Training Program Committee as required from time to time.

4. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to six members who are Fellows of AFOEM, comprising:

- a) A Chair will be the AFOEM Examination Working Group lead and shall be a member of the AFOEM Faculty Assessment Committee.
- b) A Deputy Chair, a member of the College.

- c) Stage B Written Lead Coordinator, member of the AFOEM Faculty Assessment Committee.
- d) Stage B Practical Lead Coordinator, member of the AFOEM Faculty Assessment Committee.
- e) A member who is based in Aotearoa New Zealand.

A member of the AFOEM Examination Working Group may perform multiple roles.

4.1. Appointed Members

The Chair, the Stage B Written Lead Coordinator and the Stage B Practical Lead Coordinator are appointed by the AFOEM Faculty Assessment Committee.

The remaining three members are appointed by the Chair.

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 Faculty Assessment Committee as required.

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

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- 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
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The AFOEM Examinations Working Group
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
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

8. HISTORY

Commencement		
These Terms of Reference were approved by the AFOEM Assessment Committee and AFOEM Training Program Committee and commenced on 11/03/2026		
Revision	Effective Date	Summary of Changes
1.0	11/03/2026	Initial approval/New Document
2.0		
3.0		