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Australasian Faculty of  
Public Health Medicine

## **Terms of Reference**

# **Faculty Assessment Committee – Public Health Medicine**

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



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## **1. INTRODUCTION AND PURPOSE**

- 1.1. The Australasian Faculty of Public Health Medicine (“AFPHM” or “Faculty”) Education Committee pursuant to its terms of reference has established the Faculty Assessment Committee.**
- 1.2. The Faculty Assessment Committee – Public Health Medicine (“the Committee”) 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
  - 1.2.8. assess recognition of prior learning (RPL) for the Advanced Training Research Project.
  - 1.2.9. assess recognition of prior learning (RPL) for Workplace Reports.
- 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.



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#### **1.4. Composition of the Committee**

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 Faculty Education Committee
- 1.4.2. A Deputy Chair, appointed from within the membership
- 1.4.3. A member responsible for New Zealand interests
- 1.4.4. A member responsible for Paediatric interests (if relevant)
- 1.4.5. A New Fellow (within 5 years of receiving their Fellowship)

Members may have multiple responsibilities.

#### **1.5. Meetings**

The Committee shall meet face to face once annually with up to five teleconference/ videoconference meetings if required. Additional meetings require approval from the Chair of the Faculty Education Committee and Executive General Manager, ELA.

#### **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 **AFPHM 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**

“Fellow” means a Fellow of the College.



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Approved by **AFPHM Education Committee** on **27 April 2016**.

<b>Terms of Reference History as from 27 April 2016</b>		
<b>Commencement of Terms of Reference</b>		
These Terms of Reference were approved by <b>AFPHM Faculty Education Committee</b> on <b>27 April 2016</b> and commenced on that date.		
<b>Subsequent amendments to Terms of Reference</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>
1.2.8	Assess recognition of prior learning (RPL) for the Advanced Training Research Project	8 October 2018
1.2.9	Assess recognition of prior learning (RPL) for Workplace Reports	30 November 2020