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Australasian Faculty of
Rehabilitation Medicine

Terms of Reference

Faculty Assessment Committee – Australasian Faculty of Rehabilitation Medicine

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



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Faculty of Rehabilitation Medicine (AFRM) Education Committee pursuant to its terms of reference has established the Faculty Assessment Committee – Rehabilitation Medicine

1.2. The Faculty Assessment Committee – Rehabilitation 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. review 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

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 AFRM 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 member with allocation for Fellowship Clinical Examination interests;
- 1.4.5. A member with allocation for Module 2 Clinical Assessment / Entry Phase Examination interests;
- 1.4.6. A member with allocation for Fellowship Written Examination interests;
- 1.4.7. A member with allocation for Long Case Assessment
- 1.4.8. A temporary member with allocation to lead the AFRM Examination Working Group;
- 1.4.9. A New Fellow;

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 **AFRM 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

- “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.
- “Fellow” means a Fellow of the College.
- “New Fellow” means a person who is within 18 months of Fellowship and can only be a one term member.
- “temporary member” means a member that will sit for one term. This member has voting rights.

Approved by the **AFRM Faculty Education Committee** on **10 March 2017**.

Terms of Reference History as from 10 March 2017		
Commencement of Terms of Reference		
This Terms of Reference was approved by Faculty Education Committee on 10 March 2017 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.4	<ul style="list-style-type: none"> • Removal of Module 1 Assessment member. • Addition of temporary member for Examination Working Group Lead. • Addition of Entry Phase Examination to the Module 2 member for the duration of the transition year. 	October 2023
4	<ul style="list-style-type: none"> • Addition of definition of “temporary member”. 	October 2023