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Terms of Reference

New Zealand Subcommittee - Clinical Examinations (Adult Medicine)

TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE OF THE CLINICAL EXAMINATION COMMITTEE – ADULT MEDICINE TO BE KNOWN AS THE NEW ZEALAND SUBCOMMITTEE – CLINICAL EXAMINATIONS (ADULT MEDICINE).



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1. INTRODUCTION AND PURPOSE

1.1. The Clinical Examination Committee – Adult Medicine pursuant to its terms of reference has established the New Zealand Subcommittee – Clinical Examinations (Adult Medicine).

1.2. The New Zealand Subcommittee – Clinical Examinations (Adult Medicine) has been established to:

- 1.2.1. Oversee the clinical examination coordination and operations in New Zealand;
- 1.2.2. Review guidelines for candidates and examiners undertaking New Zealand examinations;
- 1.2.3. Review policies and procedures for conducting the examinations and recommend adaptations for the New Zealand context, as required;
- 1.2.4. Oversee the calibration, training and recruitment of examiners and local examination organisers in New Zealand;
- 1.2.5. Convene a National Examiners Panel in New Zealand, and appoint co-opted examiners;
- 1.2.6. Prepare annual reports to the Assessment Committee – Adult Medicine on conduct of New Zealand exam and issues arising.

1.3. The Subcommittee must not:

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the subcommittee is a body independent of the College; or
- 1.3.3. form policy independent of the College Education Committee or undertake activities outside those approved by the College for this committee.

1.4. Composition of the Subcommittee

The Committee shall comprise up to 7 members selected by expressions of interest. Committee members should be RACP members, unless otherwise approved. The members shall include:

- 1.4.1. a Chair, nominated by the Subcommittee and approved by the Clinical Examination Committee – Adult Medicine;
- 1.4.2. an elected Deputy Chair
- 1.4.3. Members representing each of the regions (North Island, South Island and ensuring at least one member is from a regional area)
- 1.4.4. a New Zealand advanced trainee, or an alternate approved by the committee.

Members may have multiple responsibilities.

The Chair of the NZ Subcommittee, or their delegate, will sit on the Clinical Examination Committee – Adult Medicine.

1.5. Meetings

The Subcommittee shall meet face to face a maximum of twice annually with up to four additional teleconference meetings if required. Additional meetings require approval



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from the Clinical Examination Committee – Adult Medicine and the Director of Education.

2. TERM OF OFFICE

- 2.1. Members of the Subcommittee 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 Subcommittee is a Committee of Clinical Examination Committee – Adult Medicine and must report to them as required from time to time.
- 3.2. The Subcommittee may make, through the Clinical Examination Committee – Adult Medicine, exception reports to the New Zealand Adult Medicine Division Education Committee to address emergent or risk management issues as required.
- 3.3. Reviews of decisions of the New Zealand Subcommittee – Clinical Examinations (Adult Medicine) will be undertaken by a panel convened by the NZ Adult Medicine Division Education Committee.

4. DEFINITIONS

“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.
“Fellow”	means a Fellow of the College.
“Specialty Society”	Specialty Societies are professional bodies for consultant physicians, which may include other medical practitioners, healthcare workers, researchers and other professional groups engaged in that specialty. Their objectives may include continuing professional development and support of members, involvement in education and research, mentoring of Trainees in their specialty, development and implementation of practice guidelines, and policy and advocacy for healthcare.
“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 **COMMITTEE NAME** on **DATE**.

By-Law History as from DATE
Commencement of By-Law



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This By-Law was approved by COMMITTEE on DATE and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced