

Clinical Examination Subcommittee – Adult Medicine (Aotearoa New Zealand)

Terms of Reference

Area of College	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	1 June 2026
Next Review Date	February 2028
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	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 Clinical Examination Subcommittee – Adult Medicine (Aotearoa New Zealand) (College Body) is established under the authority of the College Education Committee, reporting to the Clinical Examination Committee – Adult Medicine (Parent Body), to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Indigenous Object

The activities of the College Body will demonstrate a clear commitment to Indigenous aspirations and outcomes, guided by the Indigenous Objects set out in the [RACP Constitution](#). The College Body will actively support and advance initiatives that embed cultural safety across the RACP, for both members and staff.

2. PURPOSE

The purpose of the College Body is to oversee the delivery of the Clinical Examinations for Basic Physician Trainees in Aotearoa New Zealand.

3. FUNCTIONS

The functions of the College Body are:

- a) Oversee the clinical examination coordination and operations in Aotearoa New Zealand
- b) Review guidelines and for candidates and examiners undertaking Aotearoa New Zealand examinations
- c) Review policies and procedures for conducting the examinations and recommend adaptations for the Aotearoa New Zealand context, as required
- d) Oversee the calibration, training and recruitment of examiners and local examination organisers in Aotearoa New Zealand
- e) Convene the National Examiners Panel in Aotearoa New Zealand, and appoint co-opted examiners
- f) Prepare annual reports to the Parent Body on the conduct of the Aotearoa New Zealand exam and issues arising.

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 a maximum of eight (8) members, including:

5.1. Chair and Deputy Chair

- Chair, appointed from within the membership
- Deputy Chair, appointed from within the membership

The Chair, or permanent delegate, of the College Body will sit on the Clinical Examination Committee – Adult Medicine.

5.2. Appointed Members

- Members representing each of the regions:
 - Northern | Te Tai Tokerau
 - Midland | Te Manawa Taki
 - Central | Te Ikaroa
 - South Island | Te Waipounamu
- One (1) Advanced Trainee, or an alternate approved by the College Body.

Members of the College Body must be RACP members, unless otherwise approved. 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 most members.

6.5. Secretariat

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

7. REPORTING

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

8. 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
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

9. 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 June 2026 onwards, must be approved by the College Education 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	2 May 2025	Final version under the Board-approved new education governance structure.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.