



# Faculty Assessment Committee – Occupational & Environmental Medicine

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
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<b>Approved by</b>	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
<b>Effective Date</b>	1 June 2026
<b>Next Review Date</b>	February 2028
<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Aotearoa New Zealand and Australia

*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 Faculty Assessment Committee – Occupational & Environmental Medicine (College Body) is established under the authority of the College Education Committee, reporting to the Training Program Committee – Occupational & Environmental 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 College Body will be responsible for the oversight of the assessment and examination activities of the Faculty Training Program in Occupational & Environmental Medicine in Aotearoa New Zealand and Australia.

## 3. FUNCTION

The functions of the College Body are to oversee, for the relevant training program, in accordance with College policies and procedures:

- a) Development and evaluation of the assessment program within the Faculty
- b) Calibration of examiners and assessors of other assessment items
- c) Coordination of examination and assessment items and processes
- d) Examination coordination and appointment and training of assessors/examiners and assessment/examining panels
- e) Continuous quality improvement of all assessments, recommending policy and program change to the Assessment Committee via the Parent Body
- f) Reviewing audit and analysis of written and practical data on all examinations and assessments, suggesting policy and procedure changes to the change to the Assessment Committee via the Parent Body, as appropriate
- g) Providing annual reports to the Assessment Committee and the Parent Body on the following matters:

- i. summary of examinations and assessment undertaken
- ii. the conduct of examinations and assessments
- iii. feedback, remediation and retesting
- iv. technical and operational improvements made
- v. College assessment standards and policies
- vi. programs of assessment
- vii. assessment blueprints
- viii. examination blueprints, results and psychometric analyses.

#### **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 10 members, including:

##### **5.1 Chair and Deputy Chair**

- Chair, appointed by the Parent Body  
The Chair also acts as the Stage B Practical, Chief Examiner.
- Deputy Chair, appointed from within the membership

##### **5.2 Appointed Members**

- Aotearoa New Zealand Fellow
- New Fellow (within five years post-Fellowship; one-term member)
- Stage A Written Exam Lead
- Up to two (2) Stage B Written Exam Co-Leads
- Stage B Practical Exam Lead

- Examinations Working Group (EWG) Lead
- Workplace Communication Portfolio (WCP) Lead
- Member with general duties or as assigned from within the membership

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 the majority of 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 assessment and 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

## Faculty Assessment Committee – Occupational & Environmental Medicine

Term	Means
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
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, 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	6 November 2025	Final version under the Board-approved new education governance structure.
1.1	1 June 2026	Document updated to include the Indigenous Object reference and change 'a suite of formative and summative assessment tasks and activities' to 'assessment program' in section 3(a).