


*To serve the community by fostering safety and quality patient care in anaesthesia, intensive care and pain medicine.*

	<b>Terms of Reference for FPM Examiners</b>	Version No: 1
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#### **PURPOSE**

Examiners assess the performance of candidates in formal FPM examinations and report to the relevant Court of Examiners.

#### **TERMS OF REFERENCE**

Examiners' roles are to:

1. Formulate and mark examination questions and submit material as requested by the Chair of Examinations committee and any sub-committee;
2. Undertake to act as a member of an Examinations Court at least annually if requested;
3. Regularly attend examiner workshops
4. Be active in Court meetings
5. Mark candidates' Clinical Case Study submission, from time to time as requested
6. Observe the confidentiality of matters discussed in the Court and relating to examinations

Examiners' roles do NOT include:

1. Determining the content of the Curriculum for FPM training.

#### **DELEGATIONS**

The following are delegated roles from the Examination Committee:

1. Provide the Court with marks for the candidates performance in a particular component of the Examination
2. Provide the Committee with marks for the candidates' performance in the Clinical Case Study

#### **COORDINATION/COMMUNICATION**

The important groups/roles for coordination/communication for the FPM Examiners are:

1. Examinations Committee (which is responsible for recommendations on appointment of Examiners to the FPM Board);
2. Chair of any relevant subcommittee
3. FPM Staff (for logistical issues surrounding Examination organisation and for submission of marks and reports)

Examiners undertake all activities in accordance with relevant FPM/ANZCA policies (including, but not limited to, the Conflict of Interest Policy; Travel Guidelines and Policy; Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on Behalf of the Faculty/College or Undertaking Faculty/College Functions).

#### **MEETINGS AND MEMBERSHIP**

Questions arising in the course of the work of the Examiner should be raised with the chair of the Examinations Committee or the chair of any relevant subcommittee.

## **APPOINTMENT**

Examiners are appointed by the FPM Board on recommendation of the Chair of the Examination committee (or through the Chair of the Education Committee if the Chair of the Examination committee is not a FPM Board member).

Appointment of Examiners will take into account the following factors

1. Undertaking to comply with the roles of an examiner;
2. Post-Fellowship experience (usually five years minimum except by permission of the Chair of the Examination Committee);
3. Regular attendance at Examiners' workshops;
4. Knowledge of the FPM curriculum relevant to the Examination for which the Examiner is enrolled;
5. Ability to recognise and manage potential bias and conflicts of interest;
6. Advanced communication skills;
7. Specific expertise as required by the panel from time to time.
8. An examiner may apply in writing to the Chair of the Examination Committee for a leave of absence from the panel

Initial appointment will require completion of the Application Form for FPM Examiners (*insert hyperlink here*).

## **RE-APPOINTMENT**

Examiners may be re-appointed every three years on recommendation from the Chair of the Examination committee. Reappointment is based on the satisfactory performance of examiners. The Examiner may serve a maximum period of 12 years, unless otherwise approved by the FPM Board.

## **REPORTING**

The Examiner provides reports to the relevant Court and to any relevant subcommittee.

## **ADMINISTRATIVE SUPPORT**

Administrative support for each examiner will be from the Faculty.

Fellows and trainees often work closely with College staff. Each Faculty staff member has a job description, which includes details about how they will support the activities of Fellows and trainees occupying significant roles. The General Manager is responsible for the staff member's performance, annual performance appraisal and performance management where required. Ultimately, every staff member reports through to the General Manager and Chief Executive Officer ANZCA. The General Manager supports the FPM Board, the governance body of the Faculty.

It is expected that communication by Fellows and trainees with staff will meet normal social standards of respectfulness. Staff members welcome feedback about positive aspects of their performance. If a Fellow or trainee is concerned about the performance of a staff member, this is best raised with the General Manager or with a FPM Board member (for consultation). This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. Fellows and trainees in key roles, particularly committee chairs, may be invited by the General Manager to participate in formal staff performance review.

**CHANGE CONTROL REGISTER**

Version	Author	Reviewed by	Approved by	Changes
1	Shipton	Briscoe, Craigie	FPM Board	Creation

Date of next review	2015
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