

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



**Terms of Reference for FPM
Examiners**

Version No: 1

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PURPOSE

Examiners assess the performance of candidates in summative assessments of the FPM training program and report to the relevant Examinations Committee.

TERMS OF REFERENCE

Examiners' roles are to:

1. Formulate and mark short answer and multiple choice examination questions and formulate viva voce scenarios for the observed structured clinical examination (OSCEs) and structured oral vivas (SoVs). Submission of such material need to be completed 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. .
6. Mark candidates' clinical case study against the defined standard.
7. Observe the confidentiality of matters discussed in the Court of Examiners meetings and relating to examinations and assessments.
8. On appointment a new examiner must undertake a probation period which requires observing one Fellowship examination and participating in one examiner workshop.

Examiners' roles do NOT include:

1. Determining the content of the curriculum for pain medicine training.

DELEGATIONS

The following are delegated roles from the Examination Committee:

1. Provide the Court of Examiners with marks for the candidates' performance in a particular component of the Fellowship examination and long case assessment.
2. Provide the Examinations 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).

The discussions of the Examiners Court are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

Examiners will undertake their work in accordance with relevant ANZCA and FPM policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and trainees Acting on behalf of the College or undertaking College functions (available at www.anzca.edu.au/resources/corporate-policies), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

MEETINGS AND MEMBERSHIP

FPM examiners are members of the FPM Court of Examiners in the years that they attend the fellowship examination.

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

APPOINTMENT

Examiners are appointed by the FPM Examinations Committee. 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 three years minimum except by approval of the Chair, Examinations Committee).
3. Regular attendance at examiners' workshops.
4. Knowledge of the FPM curriculum and training program relevant to the assessments and examinations.
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.

An examiner may apply in writing to the Chair, Examinations Committee for a leave of absence from the panel.

Initial appointment will be for a period of three years and requires completion of the Application form for FPM examiners.

RE-APPOINTMENT

Examiners may be re-appointed every three years on recommendation from the Chair, Examinations 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.

The examiner receives regular reports from FPM Examinations Committee.

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. Each staff member has a manager who is responsible for the staff member's day-to-day 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 staff member’s manager or with a FPM Board member. This does not apply to minor things such as amendments to minutes that can be directly raised with the staff member. The manager can be identified by requesting advice from the CEO. Fellows and trainees in key roles, particularly committee chairs, may be invited by the 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
2	M Craigie J Whittington	Examination Committee	PAEC	Reflect changes to training program

Date of next review	2021
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