



Assessment Committee

1. Purpose

The purpose of the Assessment Committee is to oversee the operation and guide the development of all the College's activities related to assessment, including those related to training toward ACRRM Fellowship and International Medical Graduate (IMG) specialist recognition. It aims to ensure that assessment is aligned to attaining the competencies defined in the College curricula, as well as with the College mission and its strategic directions.

2. Scope and Responsibilities

- To Identify, develop, and recommend to the Education Council appropriate policy, processes, regulations, and standards on assessment (including conduct, scoring and benchmarks) to ensure that the program reflects best practice
- To establish and oversee working groups to carry out specific tasks associated with assessment activity as required
- To ensure systems are in place for quality assurance, monitoring and review of all College assessment activities
- To overview and review the development and implementation of the IMG assessment program and policies. These extend to the College's activities to assess clinical competence and comparability of IMGs wishing to practice in Australia
- To ensure appropriate processes are in place for training assessors/invigilators; assessment item development, construction, and administration
- To monitor and respond appropriately to information arising from the College's evaluation program of relevance to the activities of the Committee.
- To provide representation of the College on external committees as and when appropriate and report through back to the College through the designated channels.
- To facilitate sharing of ideas and information throughout the College with respect to assessment and ensuring integration with other education and training activities.
- To report to the Education Council through the Assessment Committee Chair after every meeting.

3. Delegated Authorities and Reporting

The Committee reports and provides recommendations to the ACRRM Board via the Education Council.

The ACRRM Board retains responsibility for setting all policy and standards related matters for the College.

The Assessment Committee has no specific delegated authorities or independent decision-making powers.

The responsibility for assessment policy and standards development in ACRRM rests with the Assessment Committee. The ACRRM Board is responsible for ratifying all policy positions.

4. Membership

The Committee members will consist of:

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- Chair, nominated by the ACRRM Board, who in turn shall become a member of the Education Council, and,
- One Registrar or recent Fellow as nominated by the Registrar Committee (i.e. must have attained Fellowship within 2 years of appointment), and,
- Up to six College Fellows (giving consideration to balance of gender, geography and age, as well as ensuring a cross-section of medical education and clinical experience is represented), and,
- Fellow who is an IMG graduate of an Australian IMG pathway, and
- Member representative of the Aboriginal and Torres Strait Islander Members Group

The committee membership will include at least one member who is actively engaged in provision of College Fellowship training assessment activities

The Committee may invite College staff and/or outside relevant expertise including individuals in their capacity as community representatives to attend meetings to observe or provide advice, or as co-opted members.

All determinations for membership will consider representation of the diverse perspectives of the College membership including the balance of gender, geography, age and other factors as appropriate.

Member terms

The period of appointment for the Chair and members shall be for three years. Chairs may serve additional or extended terms as set by the Board. Members' terms may be renewed for a second term if approved by the Board, with a maximum of two consecutive terms.

Members who do not attend two meetings in a row without approved leave of absence will be written to by the Chair concerning their ongoing involvement with the Committee. Should they fail to attend the following meeting (third) they will relinquish their position.

5. Professional Conduct

Members shall comply with the College's Code of Conduct and Respectful Workplaces Framework.

Confidentiality

Meeting discussions and meeting papers shall be treated as confidential and not for broader circulation or publication except by formal agreement of the Committee.

Public representation

Members will not speak publicly on behalf of the Committee or the College other than in accordance with the College policies on media representation and social media.

Conflicts of Interest

Members will declare any conflicting interests at meeting commencement and as pertinent to issues that arise in Committee interactions. The Committee will determine and take any appropriate action.

6. Meetings

Frequency

The Committee will meet at least five times per year.

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Decision Making

Questions or motions arising at any meeting of the Committee shall be by consensus

Agenda Deadline

A minimum of seven days' notice specifying the place, the day and hour of each meeting shall be given to all members accompanied by a meeting agenda and papers relevant to the meeting discussion.

Meeting Attendance

Meetings will be face-to-face or by videoconference, teleconference or other appropriate electronic means. Members participating through electronic means shall be deemed to be personally present.

Administration

A dedicated secretariat officer who is an ACRRM staff member appointed by the CEO, shall coordinate meetings including venue, minute taking and distribution, and record keeping.

Minutes and Actions

The Committee shall cause minutes to be made:

- Of the names of the members attending the meetings of the Committee
- Of any conflict of interest noted by the members of the Committee, and
- For all proceedings at all meetings of the Committee

Meeting Quorum

A quorum of 50% of the committee members will be required to conduct meetings.

7. Revision of Terms of Reference

The Terms of Reference will be revised every 3 years. The secretariat officer shall be responsible for initiating and managing this process. A succession planning review led by the Chair, shall be undertaken at the first meeting of each calendar year and included in Committee reporting.

8. Document Control Management

8.1 Policy Information

Policy Contact and Author	L Cotrone	Approving Body:	Board
Status:	Approved	Review period:	3 years
Policy No and Version:	G3 V3.0/2024	Next review date:	May 2027
Effective Date:	10 May 2024	Document Location:	ACRRM Admin/Policies/Governance Policies
Responsible Officer:	K Moss	Policy System Manager:	MJ Streeton

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8.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V3.0	May 2024	L Cotrone	Changes include, added SIMG assessment roles, added ATSIMG member, removed PV, and PF training role	May 24	OCEO, Ed Servs
V2.0	Dec 2021	L Cotrone	Added Code of Conduct Specifies Reg Com nominated mbr Minor wording changes	Feb 22	OCEO, GM(ES)
V1.0	Apr 2021	L Cotrone	New TOR template	Apr 2021	Board, OCEO
Previous system	Jun 2017	K Connaughton	No significant changes	June 2017	Board , OCEO

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