

1. RACGP Advisory Board of Assessment – Terms of Reference

- 1.1 Policy number: CO-E-0034.0
- 1.2 Category: Organisational
- 1.3 Approval date: March 2018
- 1.4 Revision date: March 2019
- 1.5 Unit responsible: Education Services

2. Policy declaration

These Terms of Reference establish and govern the Advisory Board, its membership, powers, responsibilities, role and proceedings.

These Terms of Reference is approved by Council and authorised by the CEO.

3. Background

The Advisory Board's purpose is to maintain and continually improve the quality of assessment processes within the RACGP Fellowship program. Recommendations provided by the Advisory Board support the RACGP's vision and strategic overview concerning the selection, ongoing and summative assessment of GPs participating in a pathway to Fellowship, and re-entering general practice post Fellowship.

4. Definitions

In these Terms of Reference:

Chair means the RACGP Censor-in-Chief,

GM means the General Manager, Education Services,

Advisory Board means the Advisory Board of Assessment,

CEO means the RACGP Chief Executive Officer,

Member means a member of the Advisory Board, and

Terms of Reference mean this document.

References to the Chair, the CEO or the GM include reference to their delegate (if any).

Other terms used in these Terms of Reference have the meaning given to them in Part 11.9 of the Constitution. With the exception of "**Member**", in the event of any inconsistency between these Terms of Reference and the Constitution, the Constitution prevails.

5. Membership

Membership of the Advisory Board is:

- i. all members of the Board of Censors,
- ii. the Assessment Panel Chair(s) of each Faculty,
- iii. the National Assessment Advisors, and
- iv. a Recent Fellow who may from time to time be appointed by the CEO for an initial term of one year. The Recent Fellow shall have been admitted to RACGP Fellowship within the two-year period prior to the date of their appointment to the Advisory Board. The CEO may re-appoint an incumbent Recent Fellow to the Advisory Board for a further term of one year so long as the total of terms does not exceed two years.

6. Powers

6.1 Delegated from CEO

The Advisory Board of Assessment is established as an advisory committee.

Any policy recommendations and suggested operational guidelines developed by the Advisory Board shall initially be submitted to the GM for consideration and, at the discretion of the GM, may be referred to the CEO and/or to other advisory committees.

The CEO may approve policies as Council's delegate or may refer them to Council for endorsement.

7. Responsibilities

7.1 Organisational expectations

The Australian Medical Council (AMC) accredits the RACGP to (among other matters) deliver the RACGP Fellowship program in accordance with defined requirements. Recommendations and advice from the Advisory Board need to support and be consistent with AMC accreditation and other agencies as advised.

The RACGP as a member organisation representing its member General Practitioners, needs to remain cognisant of member wishes. To this extent, when recommending any policy or procedural developments, due regard must be given to member perspectives, views and concerns.

7.2 Member expectations

Members must comply at all times with the *RACGP Member Code of Conduct* and the *RACGP Conflict of Interest Policy*. Members must complete and maintain a declaration of interest form.

In addition, it is expected Members will:

- i. work at all times within the RACGP's strategic and policy directions,
- ii. be equally accountable and responsible for acting according to the principles associated with being a Member,
- iii. act at all times in good faith in the RACGP's interests, and
- iv. generally promote a favourable image of the RACGP.

8. Role

The role of the Advisory Board is to support, guide and advise the RACGP in the development, delivery, evaluation and ongoing improvement of an assessment framework for medical practitioners' candidature for the speciality of general practice, progression towards Fellowship and admission to Fellowship of the RACGP.

The Advisory Board will work to ensure the assessment framework is:

- i. defensible,
- ii. nationally consistent,
- iii. coordinated,
- iv. operationally sustainable,
- v. current, and
- vi. relevant to the RACGP Curriculum for Australian General Practice and the competency profile of the General Practitioner at the point of Fellowship.

Within this framework, the Advisory Board will provide advice, recommendations and suggestions concerning:

- i. innovation in assessment,
- ii. the merit of individual assessment tools, modalities and activities,
- iii. the choice, timing, sequencing and weighting of assessments to form a coordinated program for a particular purpose such as (but not limited to) selection, in-training progression, summative Fellowship examinations or re-entry to practice,
- iv. policy and processes governing delivery of assessments,
- v. recording assessment data,
- vi. evaluation and research on the effectiveness of any aspect of the assessment framework, and
- vii. assessment review processes (as directed).

9. Proceedings

9.1 General Conduct

- i. The Advisory Board will meet for the dispatch of business two times per calendar year. Additional meetings may only be convened at the discretion of the GM. In addition to the Advisory Board meetings, Members may be asked to attend other RACGP meetings (e.g. specific purpose).
- ii. The Chair regulates each Advisory Board meeting as they think fit.
- iii. Meetings may be held face to face or by means of electronic communications allowing all persons participating in the meeting to hear each other at the same time.
- iv. The Advisory Board should receive a minimum of 21 days of notice of each Advisory Board meeting.
- v. The Advisory Board should within 7 days of each Advisory Board meeting receive an agenda of business proposed to be discussed.
- vi. Recommendations arising at any meeting of the Advisory Board should be decided by a majority of votes. In case of an equality of votes, no person has a casting vote and the recommendation is not carried.
- vii. Councillors, the CEO and the GM may attend any Advisory Board meeting.

9.2 The Chair

The Chair's responsibilities are to:

- i. ensure the Advisory Board's deliberations and the Members' performance concerning Advisory Board matters are consistent with all RACGP policies and with these terms of reference,
- ii. direct the business of the Advisory Board through the setting of the agenda and ensuring all Members are properly briefed and receive timely information relevant to the matters in issue,
- iii. ensure the meeting minutes are completed and ready for distribution within 14 days after the meeting and are copied to the GM and the CEO. Meeting minutes are approved by the Chair of the meeting at which the proceedings were held or, if not feasible, at the next such meeting,
- iv. ensure meetings are carried out in a fair and impartial way allowing each Member to contribute to the discussions with a view to the Advisory Board arriving at a consensus on an issue,
- v. ensure a full and frank discussion takes place about the matters under deliberation, and
- vi. maintain a register of member interests and ensure conflicts are managed appropriately.

9.3 Minutes

All meetings shall be minuted. The minutes need to include the names of Members present and to record all meeting proceedings.

9.4 Reporting

The Advisory Board shall:

- i. provide reports concerning its activities and those of Members at such times and in such format as requested, and
- ii. prepare and submit to the CEO an annual report concerning its activities (extracts of which may be included in the RACGP's annual report) at the time and in the format requested by the CEO.

10. Related policies, documents and legislation

10.1 Policies

RACGP Member Code of Conduct
RACGP Conflict of Interest Policy

10.2 Legislation

Nil.

11. Administrative procedures

11.1 Access to Terms of Reference

These Terms of Reference will be available via the RACGP website.

11.2 Promulgation of published Terms of Reference

Relevant staff members will receive communications explaining the function and role of these Terms of Reference.

11.3 Review of this policy

These Terms of Reference will be reviewed every three years.