



## Examination Review Panel Terms of Reference

<b>Name</b>	<b><i>Clinical Radiology Phase 2 Radiology MCQ Examination Review Panel (CRRERP)</i></b>	
<b>Type</b>	Standing Committee <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Reference Group/ Review Panel <input checked="" type="checkbox"/>	Working Group <input type="checkbox"/> Special Interest Group <input type="checkbox"/> Conjoint Body <input type="checkbox"/>
<b>Date</b>	Ratified by the RANZCR Board of Directors at the meeting on 5 June 2020.	
<b>Review/ cessation date</b>	<b>Review</b> <input checked="" type="checkbox"/> Date: 2022	<b>Cessation</b> <input type="checkbox"/> Date:
<b>Aim</b>	<p>A Review Panel consists of clinical experts in a given area who are available and willing to provide advice and opinions on specific matters as defined in the ToR to the relevant FCR body. This may require the undertaking of specific activities such as developing examinations.</p> <p>The Radiology MCQ Examination Review Panel is a sub-committee of the Clinical Radiology Examination Advisory Committee (CREAC) responsible for the development, setting and reviewing of the Radiology MCQ Examinations.</p>	
<b>Objectives</b>	<p>The work of the <i>Radiology MCQ Examination Review Panel</i> will be guided by these principles:</p> <ul style="list-style-type: none"><li>• The best interests of patients will be acted upon.</li><li>• High quality healthcare is provided.</li><li>• The integrity of the profession of Clinical Radiology, RANZCR and the Faculty of Clinical Radiology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Responsibilities of Reference Group/Review Panel members')</i>.</li></ul> <p>The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics):</p> <ul style="list-style-type: none"><li>• Setting, editing, reviewing and marking examination questions for the clinical radiology MCQ examinations</li><li>• Reviewing examination outcomes, track trends and identify areas of concern for training purposes</li><li>• Reviewing examination structures and propose alternative structures</li><li>• Strengthening the quality and quantity of examination material</li><li>• Developing and maintaining a bank of questions for the future clinical radiology MCQ examinations</li><li>• Other tasks as determined by the Deputy Chief Censor of Examinations or Lead/Chief Examiner</li></ul>	

**Scope**

Activities are subject to scope limitations as outlined below. **Any activities outside the scope must be referred to the Faculty of Clinical Radiology Council and/or the Board of Directors for discussion and endorsement.**

The *[Insert name of Reference Group/Review Panel]* has the scope to:

1. Approve expenditure  
 Yes  up to [\$XXX]  
 No
- Exceptions: **activity funded under existing projects, or external grants.**
2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval.  
 Yes  No
3. Approve of work that would significantly expand/alter objectives or scope of the Reference Group/Review Panel.  
 Yes  No
4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).  
 Yes  No
5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval.  
 Yes  No
6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval.  
 Yes  No
7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President.  
 Yes  No

<b>Reporting arrangements</b>	<p>Authority is delegated by the Clinical Radiology Education and Training Committee to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Clinical Radiology Council) or, in exceptional circumstances, the President (on behalf of the College and Board).</p> <p>The Radiology MCQ Examination Review Panel reports to the Clinical Radiology Examination Advisory Committee (CREAC).</p> <p>The reference group/review panel will provide advice or opinion as requested to the supervising body, or to another requesting body in the case of requests for advice or opinion from other than the supervising body.</p>
<b>Liaison and links</b>	<ul style="list-style-type: none"> <li>• Primarily to the Clinical Radiology Examination Advisory Committee.</li> <li>• Secondary liaison and links to the Clinical Radiology Education and Training Committee, Faculty of Clinical Radiology Council, RANZCR Board of Directors and RANZCR Branches</li> <li>• Secondary liaison and links to the Faculty of Clinical Radiology Council, RANZCR Board of Directors and RANZCR Branches</li> </ul>
<b>Membership</b>	<p>Membership of the reference group/review panel will be determined by the clinical expertise required to provide advice or opinion on the specific matters related to its objectives and may include non-Fellows.</p> <p>Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of three members. There is no upper limit on membership, unless stated otherwise below.</p> <ul style="list-style-type: none"> <li>• Deputy Chief Censor (ex officio, voting)</li> </ul>

	<ul style="list-style-type: none"> <li>• Chief Censor (ex officio, voting)</li> <li>• Dean of the Faculty of Clinical Radiology (ex officio, voting)</li> <li>• Nine members, with at least one member for each topic area, and a Chair</li> </ul>
<p><b>Terms of membership</b></p>	<p><b>Member term</b></p> <p>The term of office for each member shall be three years. At the end of each term positions on the Panel will be open to the membership via a call for expressions of interest (Eoi). Review panel members may be re-elected to serve for a maximum of three consecutive terms. Thereafter they shall not be eligible to serve as a member of the <i>Radiology MCQ Examination Review Panel</i> until two years have elapsed since the expiration of their term of office. In exceptional circumstances, Faculty Council may co-opt a member with specific skills and experience, should the need arise.</p> <p><b>Chair (Lead Radiology MCQ Examiner)</b></p> <p>A Chair, who will be a Clinical Radiologist, will be appointed from within the Review Panel membership, for a one-year term, with a maximum of seven terms.</p> <p><i>To note:</i></p> <p>The Dean, FCR cannot be the Chair, and no Fellow can be the Chair of more than one FCR Body.</p> <p>That in order to be fair to the entire membership and to encourage diversity of opinion and representation, no Fellow or trainee can be a member of more than three Panels at any one time.</p>

<b>Meetings</b>	<p><b>Meeting frequency</b></p> <p>The Review Panel will generally meet three times per year to set, edit and review the Radiology MCQ examinations and marks, additional teleconferences and webinars may be called to provide advice as requested or address matters arising in relation to examinations. See Cost of Operation for further information.</p> <p><b>Quorum</b></p> <p>Greater than half of the members. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. Example: If a committee has 10 members and two ex-officio members the quorum is six, if present the ex-officio member can be counted as part of the six.</p> <p>If there are fewer than five members, the minimum quorum shall be no less than three.</p> <p>In the absence of a quorum, advice must represent the views of at least three members of the Review Panel before it can be referred back to the requesting body for its consideration.</p> <p>A Review Panel may have other specific requirements for decision-making, for example when setting exam questions.</p> <p><b>Secretariat support</b></p> <p>The Review Panel will have administrative, research and analytical support provided by the College through the <i>Specialty Training Unit</i>. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence.</p> <p><b>Resolutions</b></p> <p>Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the Clinical Radiology Examination Advisory Committee for consideration and final decision.</p>
-----------------	--

<p><b>Election/ Nomination/ Recruitment of members process</b></p>	<p><b>Expression of Interest (Eoi)</b> Expressions of Interest will be called from the Faculty of Clinical Radiology membership.</p> <p><b>Eoi Process</b> Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. <a href="#">Click here</a> to view the Eoi application form. All eligible Fellows will be informed of the process, including the date that expressions of interest close. Nominations will be considered by the Clinical Radiology Examination Advisory Committee and a recommendation for appointment to be passed to the Clinical Radiology Education and Training Committee. The Faculty of Clinical Radiology Council retains the discretion to review appointments if required.</p> <p><b>Casual vacancies</b> To be filled at the discretion of the Clinical Radiology Examination Advisory Committee. Where an examiner is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms.</p> <p><b>Election Process for the Chair</b> A Chair is appointed from within the Reference Group/Review Panel membership. Refer to <i>Appendix 1</i> for further details on the election process.</p>
<p><b>Responsibilities of Reference Group/Review Panel members</b></p>	<p><b>Conduct</b> All Review Panel members are required to:</p> <ol style="list-style-type: none"> <li>1. Attend Review Panel meetings and actively participate in discussions at these meetings.</li> <li>2. Read and consider agenda papers and minutes of meetings.</li> <li>3. Act with care and diligence and in the best interests of the <i>CRRERP</i> and RANZCR.</li> <li>4. Keep abreast of key issues, including bi-national and international developments that may affect the work and areas of responsibility of the Review Panel.</li> <li>5. Dedicate time outside of Review Panel meetings to undertake activities on behalf of the Review Panel, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.</li> <li>6. Support the development of policies by the Faculty of Clinical Radiology.</li> </ol> <p><b>Conflict of Interest</b> Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting.</p> <p><b>Disputes</b> Disputes that cannot be satisfactorily resolved within the Review Panel will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer.</p>

**Meeting attendance**

Members are required to attend at least 50% of the meetings per calendar year. The Review Panel Chair will speak to any member who is absent for two consecutive meetings to talk about the member's capacity to contribute to the Review Panel in future. If a member is absent for three consecutive meetings, they may be asked to step down from the Review Panel.

All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to any teleconference meeting of the Review Panel. If unable to attend Review Panel meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting.

**Confidentiality**

Review Panel members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Review Panel members are required to maintain confidentiality on matters of importance to the College and on matters that can affect the interests of the College, and the profession of clinical radiology. Further information about the levels of confidentiality can be found in *Appendix 2*.

Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and in communication across bodies. If in doubt consult the Chair of the Body.

**Code of Ethics**

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of Reference Group/Review Panels in their work for the Review Panel and members must abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

**Cost of Operation**

This Review Panel may have one face-to-face meeting per year with additional face to face meetings permitted with budgetary or RANZCR Board of Directors approval.

Any requests for expenditure/reimbursement must comply with College guidelines.

**Responsibilities of the Chair**

The Chair will provide oversight of the Review Panel and will be responsible for ensuring that the Review Panel fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes so that they can be sent to the Review Panel for review and verification in a timely manner.



## Process for Appointing FCR Body Chairs

Faculty of Clinical Radiology (FCR) Body Chairs are appointed by the following process:

1. Log vacancy and inform Dean/FCR Council.
2. Send Expression of Interest to Body members (unless specified otherwise in the FCR By-laws). Applications not meeting requirements are returned to the candidate as invalid.
3. Body members vote by secret ballot. Confirmation of due process by relevant senior manager at the College.
4. Result communicated to Body members.
5. Decision of the Body taken to FCR Council to ratify (out of session if urgent, as determined by Dean). Information on applicants' names, key dates and votes supplied. Further information can be requested if needed.
6. Chair and Body notified of FCR ratification.
7. Membership advised and register updated.

If there is only one nomination for a post and the person nominated meets all the necessary criteria, they will be considered for ratification by FCR Council without a vote.



## **Confidentiality Levels for Consideration**

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

### **Level One**

The highest level relates to matters that must not be discussed outside the meeting room now or at any time in the future: for example a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

### **Level Two**

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at this point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. It is a matter of releasing this information at a time when it is sufficiently well-considered that a useful discussion can be had, and rumour and supposition minimised.

### **Level Three**

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.