



Position Description

Position Title:	Member, Anatomy Examination Review Panel
Reporting to:	Chief Examiner, Anatomy Examination Review Panel (review and feedback mechanism)
Direct Reports:	n/a
Responsible for:	n/a
Works with:	Head of Specialty Training Manager, Special Projects Project Officer, Examinations
Date:	November 2017
Review Date:	November 2019

College Mission

The mission of The Royal Australian and New Zealand College of Radiologists is to drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

Preamble

Position descriptions of The Royal Australian and New Zealand College of Radiologists are there to serve as a guide for potential candidates in the nomination process.

The role of a Member, Anatomy Examination Review Panel (AERP)

The Anatomy Examination Review Panel is comprised of the Clinical Radiology Chief Censor, up to nine (9) clinical radiologists whom are members of RANZCR and minimum (2) two professional anatomists.

The Anatomy Examination Review Panel is a sub-committee of the Clinical Radiology Education and Training Committee (CRET) and is responsible for setting, reviewing and development of the Part 1 Clinical Radiology Anatomy Examinations.

Members of the Panel are expected to participate actively and be prepared to attend additional workshops or training in the areas of examination standard setting, blueprinting, question development and examination development.

Purpose

Members shall:

- i. attend at least half of Panel meetings in a calendar year;
- ii. submit apologies and provide feedback to the Chief/Chair if unable to attend a meeting;
- iii. actively participate in discussions at meetings;
- iv. read agenda papers and minutes of meetings;
- v. act with care and diligence and in the best interests of the AERP and the College;
- vi. keep abreast of key issues that may impact on the work and areas of responsibility of the Panel; and
- vii. dedicate time outside of Panel meetings to undertake activities on behalf of the Panel, such as drafting and reviewing questions, marking examinations, preparing documents, research, and provision of advice.

Election

Positions will be filled from expressions of interest, invited from the RANZCR and ANZACA membership, followed by recommendation of the Clinical Radiology Education and Training Committee and endorsement by the Clinical Radiology Faculty Council.

Nominees submit to the College their Curriculum Vitae and an application (approximately 200 words) outlining their interest and fit for positions.

Term of appointment is from 1 January for a 3 year period with opportunity to be reappointed for a further two, three year terms.

The Clinical Radiology Education and Training Committee may elect not to reappoint an examiner/Panel member in the event of:

1. Repeated episodes of unavailability without valid reason
2. Poor performance in the conduct or scoring of the examinations
3. Unethical behaviour in the conduct of one's duties as an examiner or Panel member
4. Discontinuation of active clinical practice
5. Cessation of involvement in teaching trainees (greater than 10 years)

Qualifications, Experience, Qualities and Skills (Selection Criteria)

Essential attributes:

- Clinical Radiologists, at least three (3) years post-Fellowship qualification
- Anatomists, at least three (3) years post-qualification
- Actively involved in an accredited teaching and training program
- A skilled evaluator and good communicator
- Knowledgeable of curriculum and assessment processes
- Prepared to undertake training/be co-opted as a trainee examiner
- An active participant in their College's CPD program and meets or exceeds minimal requirements.

Desirable attributes, but not essential:

- Understanding of the medical, educational, operational, regulatory and political environment in which College's operate
- Available to travel to attend face-to-face meetings
- Interest and/or expertise in examination matters
- Ability to work as a team with others on an Examiner Panel
- Ability to meet task deadlines.
- Access to resources which will facilitate the setting and marking of tests.
- Commitment to maintain and develop their knowledge and skills.

Key Roles and Responsibilities

The Anatomy Examination Review Panel shall be responsible to the Clinical Radiology Education and Training Committee and is responsible for setting, reviewing and development of the Part 1 Anatomy Clinical Radiology examinations.

The Panel is responsible for:

- Setting, editing and reviewing examination questions for anatomy for clinical radiology
- Reviewing examination outcomes, track trends and identify areas of concern for training purposes.
- Reviewing examination structures and propose alternative structures.
- Strengthening the quality and quantity of examination material.
- Developing and maintaining a bank of questions for future anatomy clinical radiology examinations.
- Other tasks as determined by the Chief Censor in Clinical Radiology or the Lead/Chief.

Internal Duties

May include, but not limited to:

- Attendance at Panel meetings (face-to-face and/or teleconference)
- Ensuring examination policies / guidelines / position statements as current and meet the needs of the examinations in line with best practice
- Regular liaison with College Staff

Time Commitment

Able to dedicate approximately 2-5 hours per week to College examination activities, with additional time around examinations and Panel meetings.

The AERP is a working group and members are expected to participate by writing examination questions, developing marking templates, selecting questions for each examination series, marking and reviewing examination results.

In addition members are expected to prepare and attend scheduled meetings and workshops. It is suggested that the estimated time for preparation and attendance would be no more than 8 hours per meeting day.

Members are required to provide input into policies / guidelines / position statements and documents developed by the Panel.

Key Relationships

- Support provided by the Specialty Training Unit
- Reporting to committees as required

Relevant Documentation and Resources

RANZCR Delegations Manual
2015 Handbook
Articles of Association
RANZCR Code of Ethics
Faculty of Clinical Radiology By-Laws
Meeting Conduct Guidelines
RANZCR Committee Chart

RANZCR Professional Documents: <http://www.ranzcr.edu.au/resources/professional-documents>

Confidentiality

Confidentiality must be kept for all matters that may affect the interests of the College, the Faculty of Clinical Radiology or the specialty of Clinical Radiology. This includes matters relevant to individual members or specific cases of patient care.

Conflict of Interest

All conflicts of interest are to be declared either on the Conflict of Interest Form, which is reviewed annually, or in meeting minutes. Refer to: Conflict of Interest Policy.

Copyright Guidelines and Copyright Assignment

A Copyright Assignment must be signed, to give the College authority to use all right, title and interest in materials resulting from joint work with the College.

Expenses

Examiners whom are not RANZCR members are provided with an honorarium for services undertaken on behalf the examination as agreed via a Services Agreement.

Travel and associated expenses incurred during the undertaking of College duties are reimbursed by the College according to the Reimbursement of Expenses Policy.

Authority required to change criteria

- Clinical Radiology Education and Training Committee