
BOARD OF CENSORS

TERMS OF REFERENCE

FUNCTIONS

The overall function of the Board of Censors (BOC) is to govern, advise and undertake summative assessment and formative feedback of Candidates' performance in the RACMA Fellowship Training Program in accordance with the Assessment Policy of the Education and Training Committee, a committee of the RACMA Board.

The Board of Censors is responsible for the:

- Development and monitoring of a blueprint for assessment which is aligned to the RACMA Medical Leadership and Management Curriculum;
- Provision of panels for the conduct of summative examinations of Candidates in the Fellowship Training Program;
- Provision of feedback on the outcomes of summative assessment in the Fellowship Training Program;
- Monitoring and evaluation of the standards and processes related to assessment of competency in the Fellowship Training Program; and
- Recommendations to the Education and Training Committee on assessment-related matters.

MEMBERSHIP

In accordance with Section 14 of the RACMA Constitution, the Board of Censors is chaired by the Censor-in-Chief, who is a Fellow appointed to that role on a triennial basis.

Members of the Board of Censors are those Fellows who have been appointed following application, review and recommendation and by the Censor-in-Chief to the Education and Training Committee; then endorsed by the Board to be Censors in relevant categories. BOC membership is dependent on compliance with maintaining Censor responsibilities.

Fellows may apply to be Censors following calls to the membership for Expression of Interest from those members with relevant background, experience and interest; and in some circumstances Associate Fellows with special expertise in assessment tasks and processes.

Censors will ordinarily be Fellows of at least three years good standing with the College with demonstrated active medical management practice skills and assessment experience in medical education. Applications will be considered by the Censor-in-Chief.

Associate Fellows of RACMA who have been appointed as Censors in the category of RTD Assessors will be invited to attend BOC meetings as Observers but will have no voting rights.

CENSORS WILL DEMONSTRATE:

- familiarity with the themes and content of the RACMA Medical Leadership and Management Curriculum;
- highly developed interpersonal and communication skills which relate to examination processes;
- current experience/knowledge in medical management in a variety of roles in government, public health systems, private hospitals and non-hospital settings;
- understanding of metropolitan, rural and regional matters in health management environments; and
- understanding of health issues and health care for, with and by First Nations / Indigenous peoples.

CENSORS WHO ARE ASSOCIATE FELLOWS WILL DEMONSTRATE:

- High level of familiarity with the RACMA Curriculum;
- Highly developed interpersonal and communication skills; and
- Relevant experience in assessment in special areas (e.g. research).

TERMS

Censor terms will ordinarily be three terms, renewed by re-application. Fellows may have a cumulative period of service on the Education and Training Committee and/or either of its sub-committees (i.e. Board of Censors or Continuing Education Program Committee) of usually up to 9 years (3 terms by 3 years each). Terms beyond this time are at the discretion of the Censor-in-Chief following assessment of contribution and CPD currency.

PANELS OF ASSESSORS

The Board of Censors will have Censors trained and experienced to be involved in Panels of Assessors. Censors may serve on any or all of the Panels of Assessors that are convened.

Membership of a Panel of Assessors generally consist of Censors however may include Fellows who are not Censors but are external experts in special or exceptional circumstances. Each Panel of Assessors will be chaired by a Censor.

PANELS OF ASSESSORS ARE CONVENED FOR:

- College Oral Examinations and College Trial Examinations;
- Oral Examination Question preparation;
- Research Training including written assessments and oral presentations;
- Recognition of prior learning and experience in medical management practice; and
- Assessment of comparability of Specialist International Medical Administrators applying for specialist recognition.

MEETINGS

Meetings of the BOC will be held using a combination of face-to-face and by teleconference at nominated times, at least 3 times a year. A quorum for a meeting of the Board of Censors will usually be half of the membership and at least 6 Censors for any major recommendations to the ETC (in accordance with the RACMA Constitution).

Workshops will be held at least annually for training and professional development for Censors, BOC review of progress of the assessment policy, monitoring of reliability of marking schemata, and setting new questions for Oral Examinations.

EVALUATION

The BOC will receive assessment data and quality surveillance reports from the College Office, as required, and consider them in terms of need for changes/improvements in BOC processes and the maintenance of contemporary policy.

From time to time external expertise will be sought for review of issues highlighted by these processes. Reports will be provided annually and ad hoc to the Education and Training Committee of the Board.

In accordance with the College Governance structure the Censor-in-Chief will provide an annual report to the Board via the Education and Training Committee to which BOC reports. The Censor-in-Chief as a College Office-Bearer is an observer at the College Board Meetings and may make ad hoc reports to those meetings as required and in conjunction with the ETC Chair.

APPEALS

Applications for reconsideration, review or appeal of decisions of College Committees or Officers will be processed and undertaken in accordance with the Policy for Review, Reconsideration and Appeal.

CODE OF CONDUCT

All members of the Board of Censors are expected to act at all times ethically, responsibly and without bias and in the best interests of the College. All members of the Board of Censors will adhere to the RACMA Officer's Code of Conduct.

MEMBERS OF THE BOC MUST:

- Successfully complete Censor induction and training as required by the College Policy;
- Make a commitment to at least one substantial College assessment task annually;
- Attend at least one meeting of the Board of Censors annually;
- Participate in peer review activities in relation to college assessment programs as a part of the Continuing Education Program; and
- Participate in webinars and/or workshops for Professional Development in relation to Assessment as required.

RELEVANT REFERENCE DOCUMENTATION

RACMA Curriculum

RACMA Constitution

Assessment Policy

Policy for the Appointment and Training of Censors

Policy for the Reconsideration, Review and Appeal of Decisions made by College Officers or Committees

Policy for Special Consideration

Censor Position Description

Censor-in-Chief Position Description