

To serve the community by fostering safety and quality patient care in anaesthesia, intensive care and pain medicine.



**ANZCA Final Examination
Subcommittee (FESC)
Terms of Reference**

Version No: 1

Date of issue: 26 November 2011

PURPOSE

The Final Examination Subcommittee (FESC) is responsible for producing and conducting the ANZCA final examination in accordance with the ANZCA curriculum. It reports to the Examinations Committee (EC) and hence to the Education and Training Committee (ETC) and the ANZCA Council.

TERMS OF REFERENCE

The FESC roles are to:

1. Determine individual final examination content (for Curriculum 2013 this is in relation to the ANZCA learning outcomes);
2. Oversee the conduct of each final examination;
3. Report on the outcomes (including quality indicators) of the final examination;
4. Make recommendations to the EC about appointment, reappointment and performance management of final examiners to ensure availability of sufficient numbers of skilled examiners;
5. Conduct initial and ongoing training of final examiners;
6. Receive reports from final examiners of any issues, concerns or suggestions for improvement.

The roles of the FESC do NOT include:

1. Appointment of members (this is the role of Council on recommendation from the EC);
2. Appointment, reappointment and performance management of examiners (this is the role of the EC on recommendation from the FESC, see EC TOR);
3. Oversight of examiner training (this is the role of the EC);
4. Ratification of examination dates (this is the role of the EC, although the FESC will be consulted about proposed dates);
5. Decisions regarding the examinations management system (EMS) (although the FESC will be consulted about the EMS; oversight of the operation and development of this system is the role of the EC).

The following are delegated roles from the EC:

1. Determination of individual final examination content;
2. Production of final examination reports.

The following require approval of the EC:

1. Any matters not listed under delegations.

The important groups/roles for coordination/communication for the FESC are:

1. Council (governance);
2. The ETC (to which the EC reports);
3. The EC (to make recommendations to ETC and the ANZCA Council; for advice on resolutions, policy and procedures relating to governance of the examinations within the ANZCA training program);

4. The panel of final examiners;
5. The Curriculum Redesign Steering Group (CRSG; to receive information regarding ongoing amendments to the curriculum to ensure currency and to ensure effective coordination between the final examination and other components of the ANZCA curriculum);
6. The Assessments Committee (AC; for guidance about examination content via the blueprint of the ANZCA learning outcomes);
7. The Training and Assessments Unit (in relation to the conduct of the final examination);
8. The Education Development Unit (in relation to quality processes for the final examination).

MEMBERSHIP

The membership of the FESC is defined in Regulation 4 and is appointed for a calendar year by November Council.

Appointment of members will take into account the following factors:

1. High personal standing within the College;
2. Experience with the ANZCA final examination;
3. Knowledge of assessment principles and practices;
4. Representation of the different nations/regions of the College;
5. Representation of a broad range of clinical practice including subspecialty interests and rural/regional practice.

MEETINGS

The FESC will meet at least twice per year (two face-to-face held in conjunction with final examination sittings and by teleconferences as required).

A quorum for a meeting will be a majority of voting members. If at any time the number of members is less than a quorum, the FESC may meet only for discussion purposes.

Questions arising at a meeting of the FESC (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of the FESC are confidential to its members. Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the FESC will undertake their work in accordance with relevant ANZCA policies, including the Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions.

REPORTING

Meetings will be minuted with the minutes being forwarded to the EC. Decisions made electronically will be recorded in the minutes of the next FESC meeting.

The FESC receives reports from the EC, the Training and Assessments Unit, the CRSG and the AC.

ADMINISTRATIVE SUPPORT

Administrative support for the FESC will be from the Training and Assessments Unit.

RELATED ANZCA DOCUMENTS

Policy on Bullying Discrimination and Harassment for Fellows and Trainees Acting on Behalf of College or Undertaking College Functions

FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee will have 'financial report' as a standing agenda item and will receive regular financial reports.
2. The roles of the committee include:
 - a. to develop an annual activity plan
 - b. to be familiar with the approved annual budget
 - c. to oversee the financial results of budgeted activities
 - d. to support ANZCA management in decision making, in order to ensure the best possible financial outcome.
3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
1	Farrell, Goulding, Roberts	FESC chair, EC	Council	Creation
1 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning

Date of next review	2014
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