

Position Description - DipRGA examiners

POSITION TITLE:	DipRGA Examiners
DEPARTMENT/UNIT:	ANZCA Education and Research

1. ORGANISATIONAL CONTEXT

DRGA Examination Committee (DEC) is responsible for the appointment and reappointment of examiners to their panels of examiners and to undertake performance management as necessary. The appointment of examiners to individual examinations is undertaken by the chair of DEC.

2. RESULT AREAS

Examiners' roles are to:

1. Be available for the DRGA SSSA examination and/or writing questions for the DRGA MCQ examination, as requested by the diploma examination chair.
2. Prepare material and respond to requests promptly and in line with specified deadlines.
3. Formulate examination questions and marking grids as requested by the chair of the diploma examination committee.
4. Mark examination questions as requested by the chair of the diploma examination committee.
5. Act as a member of an examinations court, as requested by the chair of the diploma examination committee.
6. Attend an introductory examiner workshop as a condition of initial appointment.
7. Attend court meetings and associated education workshops when appointed as a member of the court of examiners for either the MCQ and /or DRGA SSSA assessments.
8. Be active contributors to court meetings.
9. Contribute to examination reports as requested by the chair of the diploma examination committee.
10. Uphold the reputation of the three colleges and the examinations.
11. Observe relevant ANZCA policies and procedures in relation to examinations, including preserving the confidentiality of matters discussed in any examination court and examination.

3. WORKING RELATIONSHIPS

1. ANZCA Council and Tripartite Committee	The ANZCA Council and the Tripartite committee have responsibility for governance.
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2. Diploma examination committee	The Diploma examination committee is responsible for the appointment, training, reappointment and performance management of examiners.
3. Chair of the Diploma Exam committee	The Chair of the Diploma Examination committee makes appointment to individual examination courts, provides direction about contributions to individual examinations and gives advice in relation to examination content or process.
4. The ANZCA Training and Assessment team	The Training and assessment team provide support for logistical issues surrounding examination organisation and for submission of marks and reports.

4. CONDITIONS OF EXAMINER APPOINTMENT

- Examiners are appointed to the panel of examiners by the examination committee for a period of three years.
- Initial appointment is for a probationary period and is subject to attendance at an introductory examiner workshop.
- A review will take place towards the end of each appointment period. The DEC may offer the examiners the opportunity for re-appointment for a further period of three years up to maximum of twelve years.
- During the transition period from the JCCA to the DipRGA, for the first three years of DipRGA program, holders of the JCCA letter of satisfactory completion of training will be considered for inclusion in the DipRGA Court of Examiners.

5. SELECTION CRITERIA

1. Be a fellow of ANZCA; or
2. Be a fellow or trainee of RACGP or ACRRM
 - Post-graduation experience:
 - a. A minimum of one year after completion of DipRGA for MCQ examiners
 - b. A minimum of two years after completion of DipRGA and fellowship for the SSSA exam
3. Current clinical practice including anaesthesia
4. Knowledge of the DipRGA training program curriculum
5. Willingness to commit to the DipRGA examination process
6. Ability to recognise and manage potential bias and conflicts of interest
7. Advanced communication skills
8. Specific educational expertise **as** required by the panel from time to time