FELLOWSHIP EXAMINATION WORKING GROUPS

An Entity of the Council of Education

1.   INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Working Group members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the:
    - Short Answer Question (SAQ) Working Group
    - Select Choice Question (SCQ) Working Group
    - Objective Structured Clinical Examination (OSCE) Working Group
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the Working Group, an ancillary entity of the Council of Education (COE).

2.   ROLE OF THE WORKING GROUPS

The primary role of the Working Groups is to generate SAQ, SCQ and OSCE questions for the ACEM Fellowship Examinations. There is one (1) Working Group for each question type respectively.

Requirements of Membership

Members of a Working Group are expected to commit to participating in at least four (4) meetings in any two-year period and to be available to commit to required question-writing duties and fulfil associated obligations by the stipulated deadline.

3.   SELECTION CRITERIA

3.1   Essential criteria

- a thorough understanding of College examination processes

3.2   Desirable criteria

- actively involved in emergency medicine education
- experience in the development and delivery of educational programs at a postgraduate level
- demonstrated diligence and organisation skills
- experience and/or interest in College processes

4.   MEMBERSHIP

4.1   Role

The working groups will work with ACEM staff to:

(a)   write SAQ, SCQ and OSCE questions for the Fellowship Examinations (Written and Clinical as applicable) in a timely manner and provide revisions when required

(b)   liaise with the Examinations Committee to ensure items are of the required standard and quality for the relevant examination

(c)   report working group progress and any issues to the Examinations Committee.

4.2   Members

Each working group (SAQ, SCQ and OSCE) will comprise:

(a)   a Lead who shall be an *ex officio* member of the Examinations Committee

(b)   a Deputy Lead (OSCE and SCQ working groups) or subgroup lead (SAQ working group)

(c)   Up to 30 additional FACEM members

4.3   Conduct and Ethics

All members are required to sign the ACEM *Confidentiality and Intellectual Property Statement* on appointment to a working group(s).

All members are required to follow and abide by the ACEM *Conflict of Interest Policy* and the *ACEM Examinations - Conflict of Interest Policy* and the processes outlined therein.
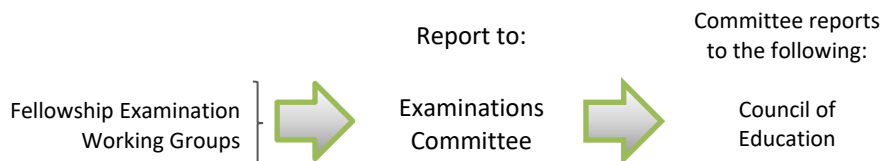
4.4   Method of Appointment

(a)   Members (other than any *ex-officio* members) of each working group are appointed through nomination and subject to the approval of the Council of Education.

(b)   **Leads:** The SAQ, SCQ and OSCE Leads are selected by members of the applicable working group from among its membership.

(c)   **Deputy Leads / Subgroup Leads:** The SCQ and OSCE Deputy Leads and SAQ Subgroup Leads are selected by members of the applicable working group from among its members.

4.5   Tenure

Working Group members are appointed for a period of two (2) years. At the end of any two-year period, incumbent members may reapply for a subsequent two-year term.

4.6   Line of Reporting

	Report to:	Committee reports to the following:
Fellowship Examination Working Groups	Examinations Committee	Council of Education

5.   MEETINGS/WORKSHOPS

Subject to these terms of reference, the working groups may conduct meetings/workshops as they see fit.

(a)   **Frequency:** Meetings shall be held four (4) times annually. Three (3) may be held by webinar or teleconference, and at least one meeting must be held face-to-face annually.

6.   DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

6.1   Responsibilities

Document authorisation: Council of Education
Document implementation: Executive Director of Education and Training
Document maintenance: General Manager, Governance and Standards

6.2   Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Aug-2015	Approved by COE
v2	Sep-2017	Revisions to align with current Fellowship Examinations and other COE entities. Approved by Censor-in-Chief
v3	Nov-2017	Revisions to align with current Fellowship Examinations and other COE entities. Approved by Censor-in-Chief
v4	Jul-2019	Revisions to change name of Examinations Subcommittee to Examinations Committee