

DipPHRM COURT OF EXAMINERS

An Entity of the ACEM Board

1. INTRODUCTION

The Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM) Court of Examiners is an entity of the ACEM Board and its activities are overseen by the Conjoint Committee of Pre-Hospital and Retrieval Medicine (CCPHRM). The Court of Examiners is composed of suitably qualified individuals selected to participate in the DipPHRM Examinations.

These terms of reference are established under, and are subordinate to, the ACEM Policy on College Entities. Members of the DipPHRM Court of Examiners should ensure they are familiar with the provisions and requirements of this policy.

These terms of reference include details of the following:

- matters specific to the DipPHRM Court of Examiners;
- membership specifications (including any variations to the policy permitted by the Board); and
- where relevant, any variation of conduct of meeting requirements (if permitted by the Board).

Otherwise, refer to the *Policy on College Entities* for details of all matters pertaining to the operation of the DipPHRM Court of Examiners or to the roles and responsibilities of members defined elsewhere in this and any other relevant document(s).

2. MEMBERSHIP

2.1 Members of the Court of Examiners

The DipPHRM Court of Examiners consists of Fellows of CCPHRM member Colleges with three or more years' post-Fellowship active PHRM experience appointed and approved for that purpose by the CCPHRM.

2.2 Tenure

Members of the DipPHRM Court of Examiners are appointed by CCPHRM for an initial period of three (3) years. Members of the DipPHRM Court of Examiners will be approved to serve a further five-year term, subject to their continuing to meet the eligibility requirements, examiner obligations and performance standards as defined in this document and elsewhere. Subsequent five-year terms may be approved subject to overall examiner numbers and demand, a satisfactory examiner performance review and on the submission of an Expression of Interest to continue service on the DipPHRM Court of Examiners.

Examiners who, at the time of appointment to the Court of Examiners, were in active PHRM practice and who subsequently discontinue clinical practice in PHRM may, at the discretion of the Chair of CCPHRM, be permitted to remain a member of the Court for a period of 12 months from the time of their ceasing active practice.

2.3 Requirements of Membership

In accordance with the stated roles and responsibilities, Members of the DipPHRM Court of Examiners are expected to be involved in a range of examination activities conducted for the purposes of the DipPHRM.

Examination activities include those related to the Written Examination and the Objective Structured Practical Examination (OSPE), including examining, reviewing questions, role-playing, peer support activities, examiner training, marking centre attendance/participation, standard setting including relevant training and/or examination site co-ordination.

Members of the Court of Examiners must confirm their availability to participate in one (1) out of every two (2) Written Examinations conducted every calendar year, as well as undertaking ongoing training as and when determined by the CCPHRM. It is essential that examiners who have indicated their availability to mark and/or standard set any sitting of the DipPHRM Written Examination are available to participate in full on all allocated days.

Members of the Court of Examiners must confirm their availability to participate in one (1) out of every three (3) OSPE examinations conducted every three (3) calendar years, as well as undertaking ongoing training as and when determined by CCPHRM. It is essential that examiners who have indicated their availability to examine in any sitting of the DipPHRM OSPE are available to participate in full on all allocated days of the examination.

All members of the Court of Examiners are required to sign the ACEM Confidentiality and Intellectual Property Statement, and follow ACEM's Conflict of Interest process as outlined in the ACEM *Conflict of Interest Policy* and the ACEM *Examinations - Conflict of Interest Policy*.

3. CRITERIA FOR THE DIPPHRM COURT OF EXAMINERS

3.1 Eligibility criteria

Eligibility criteria for the DipPHRM Court of Examiners are identified below.

- The applicant must hold current general medical registration with the MBA or MCNZ.
- The applicant must be a Fellow of ACEM, ACRRM, ANZCA, CICM, or RACGP (i.e. a CCPHRM College) and who is an active participant in the CPD program relevant to their speciality(ies) and at least three (3) years post-Fellowship.
- The applicant must have a minimum of three (3) years' active clinical practice in a PHRM service accredited for registrar training by a CCPHRM-member college or the CCPHRM and should be currently working within a PHRM service at a minimum of 0.25FTE (at least one PHRM clinical shift per week, on average). This work must include clinical activity involving direct patient contact and involvement in clinical governance within the PHRM service. It may also include clinical co-ordination.

3.2 Selection criteria

The selection criteria for the DipPHRM Court of Examiners are identified below.

- A thorough understanding of the requirements of the DipPHRM Training Program;
- Involved in scholarly activity related to PHRM, including, but not limited to:
 - the development and/or delivery of relevant curriculum, assessment and training;
 - participation in research and innovation activities;
 - development and delivery of continuing professional development activities; and/or
 - patient safety and quality activities.

- Demonstrated experience and/or training in assessment (e.g. Director of Training, teacher/assessor of medical students, registrars etc., APLS, EMST instructor, prior involvement in examination writing/standard setting);
- A demonstrated commitment to ongoing professional development, including role-related training;
- The completion of approved training in Cultural Competence as determined by the ACEM Board;
- Active involvement in trainee/registrar education;
- Knowledge of the processes of formative and summative performance assessment;
- Demonstrated experience and/or interest in the processes of their applicable CCPhRM College;
- Experience in the conduct of examinations; and
- Demonstrated diligence and organisation skills.

4. RESPONSIBILITIES AND AUTHORITY

4.1 Responsibilities

The primary role of the DipPHRM Court of Examiners is to provide a pool of individuals from which individuals are selected to participate in DipPHRM examinations. As such, the role of the DipPHRM Court of Examiners relates to operational matters. It does not have a strategic role; however, it is expected that members will contribute to Quality Improvement and associated processes as and when required.

The role of members of the DipPHRM Court of Examiners is to work in concert with ACEM staff to facilitate all aspects relating to the conduct of DipPHRM examinations, including but not limited to:

- standard setting and marking written examination papers;
- examining candidates, role-playing in OSPE examinations;
- reviewing questions and scenarios for the Written Examination and the OSPE, prior to their use in DipPHRM examinations and providing feedback to the relevant writing groups;
- contributing to and participating in DipPHRM examination feedback processes;
- maintaining examination security;
- indicating their availability to participate as an examiner when this information is requested by ACEM;
- acting as a resource for local DipPHRM trainees;
- attending ongoing examiner training and/or such other professional development activities as determined by ACEM and be up to date with current examination processes and examining skills;
- acting as the coordinating examiner for final question development and marking calibration of examination questions for the DipPHRM where required; and
- reporting examination-related issues or concerns to ACEM.

All members of the DipPHRM Court of Examiners are responsible for declaring any conflict(s) of interest, whether actual or perceived, in accordance with applicable ACEM policies and processes.

The role of the DipPHRM Court of Examiners relates to operational matters; it does not have a strategic role. Members will, however, be expected to provide feedback to further enhance the DipPHRM Written Examination and OSPE processes, as considered appropriate.

4.2 Authority

Pursuant to 4.1 above, the DipPHRM Court of Examiners will determine the passing standard for DipPHRM examinations and the CCPHRM will ratify the examination results based on the relevant DipPHRM Examination Report.

4.3 Conduct and Ethics

All members of the DipPHRM Court of Examiners are required to sign the ACEM Confidentiality and Intellectual Property Statement on appointment to the DipPHRM Court of Examiners and thereafter as required by ACEM.

All members of the DipPHRM Court of Examiners are expected to adhere to the ACEM *Code of Conduct* (COR235).

All members are required to follow and abide by the ACEM *Conflict of Interest Policy* (COR139) and the ACEM *Examinations – Conflict of Interest Policy* (COR233) and the processes outlined therein.

4.4 Line of Reporting

The line of reporting from Members of the Court of Examiners is shown below:



5. RESIGNATION FROM THE COURT OF EXAMINERS

An Examiner who wishes to resign his/her membership of the DipPHRM Court of Examiners should do so in writing, to the Chair of CCPHRM via the ACEM PHRM Coordinator, who will ensure the resignation is communicated to CCPHRM.

6. REMOVAL FROM THE COURT OF EXAMINERS

Examiners may be removed from the DipPHRM Court of Examiners by the CCPHRM where it has been found that:

- the examiner fails to meet the minimum participation requirements expected of members of the DipPHRM Court of Examiners;
- the examiner's performance is considered to be below the standard of that expected, following the provision of feedback and remediation opportunity;
- the examiner exhibits behaviour considered to be unprofessional and/or prejudicial to the conduct of the DipPHRM or any other examination(s);
- the examiner knowingly breaches a regulation, policy or procedure defined by ACEM in relation to the examinations or any other aspects of the DipPHRM;
- the examiner has demonstrated a disregard for examination policy and procedure by non-compliance with a reasonable request of CCPHRM or any individual responsible for the conduct of DipPHRM examinations; and
- the examiner is no longer in active PHRM practice.

7. MEETING REQUIREMENTS

There are no standing meeting requirements for the DipPHRM Court of Examiners.

8. DOCUMENT REVIEW

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

8.1 Responsibilities

Document authorisation: ACEM Board
Document implementation: General Manager, Education Program Development
Document maintenance: PHRM Coordinator

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2020	Approved by Board
v2	Feb-2021	Revised to include standard setting of Written Examination and update the requirements of membership