

# DipPHRM EXAMINATION QUESTION WORKING GROUPS

*An Entity of the ACEM Board*

## 1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the ACEM *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 DipPHRM Examination Question Working Groups;
- membership specifications (including any variations to the policy permitted by the ACEM Board; and
- where relevant, any variation of conduct of meeting requirements (if permitted by CCPHRM).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the Working Groups.

## 2. ROLE OF THE WORKING GROUP

The primary role of the DipPHRM Examination Question Working Groups is to generate and review questions for the DipPHRM Written Examination and develop scenarios for the DipPHRM Objective Structured Practical Examination (OSPE). There is one (1) Working Group for each examination.

### Requirements of Membership

Members of the DipPHRM Examination Question Working Groups are expected to commit to participating in at least two (2) meetings per year. It is expected that Working Group Members commit to required question-writing duties and fulfil associated obligations by the stipulated deadline(s).

## 3. SELECTION CRITERIA

### 3.1 Eligibility Criteria

- 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**

- A thorough understanding of examination processes at post-graduate level.
- Active involvement and demonstrated experience in the delivery of PHRM 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.
- Previous examination question writing experience.

## **4. MEMBERSHIP**

### **4.1 Members**

Each working group (Written and OSPE) will comprise:

- (a) a Lead;
- (b) a Deputy Lead; and
- (c) Members from CCPHRM-Colleges.

### **4.2 Role**

The DipPHRM Examination Question Working Groups will work with ACEM staff to:

- (a) write questions for the DipPHRM Written Examination, and scenarios for the DipPHRM OSPE, in a timely manner and provide revisions as and when required; and
- (b) ensure items are of the required standard and quality for the relevant examination.

The DipPHRM Examination Question Working Group Lead and Deputy Lead will work with ACEM Staff to:

- (a) develop high quality DipPHRM examinations from questions and scenarios produced by the question-writing working groups, ensuring appropriate sampling of the DipPHRM Curriculum;
- (b) maintain examination security;
- (c) work collaboratively with operational staff, the CCPHRM, examination question writers and examiners; and
- (d) report Working Group progress and any issues to the CCPHRM.

### **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.

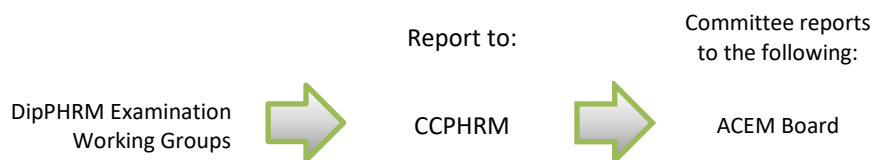
#### 4.4 Method of Appointment

- (a) Members of each Working Group are appointed through expressions of interest and subject to the approval of the CCPHRM.
- (b) **Leads:** The Working Group Leads are selected by CCPHRM.
- (c) **Deputy Leads:** The Deputy 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



### 5. MEETINGS/WORKSHOPS

Subject to these terms of reference, the DipPHRM 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.

### 6. DOCUMENT REVIEW

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

#### 6.1 Responsibilities

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

#### 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Feb-2020	Approved by Board