



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

Essential

As a minimum, an applicant for appointment to the working parties must:

- have a thorough understanding of College examination processes
- have demonstrated knowledge of the content and structure of the Fellowship Examinations

Desirable

- have experience and/or interest in College processes
- have demonstrated diligence and organisation skills

- be actively involved in emergency medicine education
- have experience in the development and delivery of educational programs at a postgraduate level
- be actively involved in Fellowship Examination education

4. Membership

4.1 Role

The working groups will work with ACEM staff to:

- write SAQ, SCQ and OSCE questions for the Fellowship Examinations (Written and Clinical as applicable) in a timely manner and provide revisions when required
- liaise with the Examinations Committee to ensure items are of the required standard and quality for the relevant examination
- report working group progress and any issues to the Examinations Committee.

4.2 Members

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

- a Lead who shall be an ex officio member of the Examinations Committee
- a Deputy Lead and/or Subgroup Lead
- 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

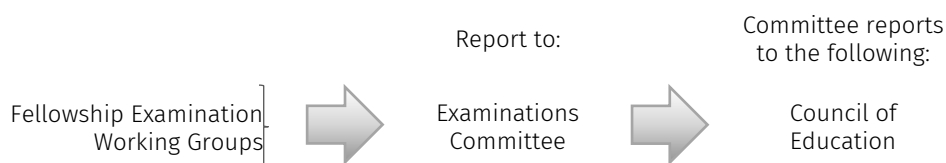
4.4 Method of Appointment

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

4.5 Tenure

With reference to the policy, members of the working group (other than ex-officio members) are appointed by COE for a period of two (2) years on the recommendation of the Censor-in-Chief and/or Deputy Censor-in-Chief. Subject to satisfactory performance review by COE at the conclusion of each two (2) year term, continuing to meet the eligibility requirements, and compliance with the meeting attendance requirements of section 8 of the policy individual members may be eligible for reappointment to the panel. Subsequent two-year terms may be approved.

4.6 Line of Reporting



5. Meetings/Workshops

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

(a) Frequency of Meetings

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.
Document authorisation:	Council of Education
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	Education and Training Coordinator

7. 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
v5	Apr-2021	Revision to tenure to allow biennial performance review rather than spill
v6	Jul-2021	Revisions to selection criteria
v7	Sep-2021	Revisions to responsibility for document review
v8	Jul-2022	Revisions to Deputy Lead and Subgroup Lead requirements