Assessment Committee

Terms of Reference, Membership and Operations

Australian Medical Council Limited

Contents

Contents 2
1. Terms of Reference 1
1.1 Role 1
1.2 Responsibilities 1
1.3 Governance and Reporting 2
1.4 Delegated Authority 3
2. Membership 3
3. Chair 4
4. Operations 4
4.1 Appointment of members 4
4.2 Meetings 4
4.3 Quorum 4
4.4 Determination of recommendations 5
4.5 AMC Secretariat 5
5. Declarations of Interest 5
6. Evaluation and Review 6
APPENDIX A: Membership of the Assessment Committee 7
APPENDIX B: Version Control 9

Diversity and inclusion are considered essential to the AMC's continued success. The AMC values diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education. We celebrate and promote diversity as a key strength of our organisation.

1. Terms of Reference

1.1 Role

The Assessment Committee is a standing committee of the Australian Medical Council (AMC) established under the Constitution of the Australian Medical Council Limited to perform functions in connection with the assessment of international medical graduates for the purposes of registration.

In these Terms of Reference "assessment" refers to any examination and all other forms of assessment.

1.2 Responsibilities

The Assessment Committee:

i. Provides oversight of operations and delivery of AMC assessments. It:

   - monitors the activity of the MCQ Assessment Panel and the Clinical Assessment Panel, which are responsible for developing examination content, continuous improvement and quality assurance
   - supports the integration of cultural safety and Aboriginal and/or Torres Strait Islander health into the assessment programs
   - monitors the MCQ and Clinical assessment programs' results and outcomes data, including appeals data, via exam performance reports
   - monitors the WBA results and outcomes data, including appeals data
   - monitors patterns of examiner performance and identifies opportunities for improvement
   - reviews patterns and anomalous candidate outcomes or irregularities
   - quality assures assessments, for validity, fairness and transparency
   - considers operational reports and data in relation to the delivery of assessment programs and approves changes related to blueprinting and examination delivery policy and processes.
   - provides reports to AMC Directors on assessment programs and activities, and related policy issues and risks.

ii. Contributes to the review of policy and procedures relating to the assessment programs.

iii. Supports continuous improvement in the assessment programs relating to assessment of international medical graduates for the purposes of general registration in Australia. It:

- reviews and reports to AMC Directors on achievement, performance and quality improvements in assessment methodologies
- contributes to and advises AMC Directors on national and international developments and discussions concerning assessment methodologies
- suggests innovations to assessment methods, informed by evidence and research, including engagement with international counterparts
- identifies and supports activities that promote improvements in assessments and engagement with international medical graduates
- cooperates with the AMC Aboriginal and/or Torres Strait Islander and Māori Committee and AMC accreditation standing committees on matters of mutual interest.

1.3 Governance and Reporting

The Committee will conduct business according to AMC policies approved by Directors and the AMC Code of Conduct.

The Committee:

i. makes decisions as required under section 1.2(i).

ii. reports and makes recommendations to AMC Directors as required under section 1.2(ii).

iii. reports on its activities to each general meeting of the Members of the Council

iv. reports, as required, to:

- Prevocational Standards Accreditation Committee (PreVAC)
- Aboriginal and/or Torres Strait Islander and Māori Committee
- Finance, Audit and Risk Management Committee (FARM)

v. Provides direction, in accordance with its responsibilities to:

- MCQ Assessment Panel/Result Panel
- Clinical Assessment Panel/Result Panel
- WBA Result Panel.

1.4 Delegated Authority

The Committee has authority to approve changes to exam delivery within the existing exam formats:

- assessment blueprinting
- examination delivery e.g., stations per rotation/exam timings/rest stations
- appoint members of any sub committees

The chair of the committee has authority to:

- Approve the membership of a panel for selection of a committee member
- Appoint the deputy chair of the committee.

2. Membership

The Assessment Committee consists of those persons (not fewer than 9 in number) from time to time appointed by the AMC Directors.

The term of office of a member of the committee (other than the chair, in that capacity) may not exceed four consecutive years except as indicated below. The term of office of the chair of the committee may not exceed four consecutive years.

If the AMC Directors are satisfied that it is in the best interests of the AMC, the AMC Directors may permit the chair or a member of the committee to hold office for a period or periods of more than four consecutive years, but in any event no more than eight consecutive years.

An appointment takes effect from the date AMC Directors make the appointment or another date as specified by AMC Directors.

Committee members are expected to abide by AMC policies, including Anti-racism and Cultural Safety policies.

Committee members are expected to meet the following criteria:

a) Commitment to upholding AMC values - Cultural safety, Striving for excellence, Collaboration, Integrity, Openness and accountability and Innovation.

b) Fairness, and transparency in assessment.

c) Willingness and capacity to actively participate in meetings and committee activities.

d) Strong communication and collaboration skills to engage across diverse stakeholder groups.

3. Chair

AMC Directors appoint the chair of the committee, who becomes ex officio a Director of the AMC. The AMC Directors will choose the chair through an open selection process.

The chair of the committee may nominate a member to be the deputy chair of the committee. The appointment as deputy chair ends when that member's term on the committee ends. Appointment as deputy chair does not lead automatically to appointment as chair.

4. Operations

4.1 Appointment of members

The membership provisions and appointment processes are shown in Appendix A.

For a position that is filled after seeking recommendations from a nominating body, the AMC will typically seek nominations at least three months before the term of office ends. Nominating bodies are asked to provide at least two and desirably three recommendations for each vacant position, to enable the AMC to appoint a committee with appropriate diversity.

For positions filled by expression of interest, AMC staff will establish an open selection process, involving an invitation to submit expressions of interest against a position description, shortlisting, and interviewing by a selection committee chosen by the AMC.

4.2 Meetings

The Committee will meet at least 2 times per year, in person or via video conference.

AMC staff will set dates for meetings in advance, in consultation with the Chair.

Meeting documentation will be circulated at least five business days prior to the meeting.

AMC staff will, following discussion with the Chair, cancel meetings for which there are insufficient decision-making items to warrant a meeting.

A member who wishes to have a matter discussed at a committee meeting should advise AMC staff no less than ten business days before the meeting (the deadline for agenda items). Sufficient background information must be provided to allow for adequate discussion.

4.3 Quorum

The quorum of the committee is the whole number, which is the next number after dividing the total number of appointed members by two. Members present in person include participation in the meeting through any electronic means approved by the Chair of the meeting.

4.4 Determination of recommendations

The chair will endeavour to develop a consensus approach to recommendations. Where voting on an item is required, decisions will be based on a simple majority of members present, with abstentions not counted in the total number of votes. Voting will be by show of hands, with alternative provisions for members participating by teleconference.

4.5 AMC Secretariat

AMC staff provide operational, administrative, project, policy and strategic support and advice to the Committee to ensure its effective functioning and governance oversight. Core responsibilities include:

i. Coordinating the scheduling of meetings in consultation with the Chair.

ii. Preparing agendas in collaboration with the Chair and circulating supporting documentation at least five working days in advance.

iii. Managing a secure portal for the distribution of meeting materials.

iv. Taking minutes of each meeting, documenting decisions, declared interests, and follow-up actions, and distributing them within four weeks.

v. Maintaining accurate records of membership, terms of appointment, and standing notices of interest.

vi. Providing training and onboarding support on AMC systems and processes for new members.

vii. Supporting effective communication and information flow between the Committee, its sub-committees, and AMC governance bodies.

viii. Ensuring integration of feedback into continuous improvement cycles and documentation updates.

ix. Escalating any matters with legal, financial, or operational impact to the Chief Operations Officer for advice or authorisation.

x. Provides support to facilitate research, analysis, and review of assessment activities.

A separate document sets out the AMC administrative responsibilities for organising travel and accommodation, and payment of fees.

5. Declarations of Interest

Committee Members must complete a Declaration of Interest Form upon appointment, which is recorded in the Committee's Conflict of Interest Log.

Members must maintain a standing notice of interest and declare relevant conflicts at each meeting.

AMC staff will make declarations of interest available at each meeting of the committee and will list in the agenda conflicts identified.

The agendas for AMC committee meetings will begin with a 'declaration of interests', in which members are requested to declare any additional personal or professional interests which might, or might be perceived to, influence their capacity to undertake impartially their roles as members of the committee.

Where conflicts arise, members may be excluded from discussion or decision making, as determined by the Committee.

Members will not vote on matters on which they have a declared personal or professional interest.

All declared interests will be recorded in the committee minutes, as will the committee's decision in relation to the interest.

Where the Chair is the subject of the conflict of interest, the deputy Chair or a will lead the discussion on the relevant item(s) of business.

6. Evaluation and Review

The Committee will establish a regimen for review and acting on outcomes.

The Committee will report annually to AMC Directors on outcomes of its evaluation and review processes.

APPENDIX A: Membership of the Assessment Committee

Members may fill more than one category of membership.

POSITION	Selection process:
^Chair	EoI - appointed by AMC Directors
Deputy Chair	Chosen by Chair from among members
One member who is a member of the AMC Council AMC ltd	EoI
One member with a background in, and knowledge of, health consumer issues	EoI
One member who is an international medical graduate representative, who has successfully completed the Clinical Examination	EoI
One member who is an international medical graduate representative, who has successfully completed the Workplace Based Assessment	EoI
At least two Aboriginal and/or Torres Strait Islander members with demonstrated leadership or experience in Aboriginal and/or Torres Strait Islander health and/or medical education	EoI in consultation with the Aboriginal and/or Torres Strait Islander and Māori Committee
NEW One member from the primary medical education phase	Nomination by Medical Deans Australia and New Zealand
NEW One member with expertise in assessment development, evaluation and/or quality assurance of assessment and delivery	EoI
NEW One nonmedical health professional representative with expertise in assessment	EoI
Ex officio member	
Chair, MCQ Assessment Panel	EoI for Sub-Committee – appointed by position
NEW Deputy Chair, MCQ Assessment Panel	EoI for Sub-Committee – appointed by position
Chair, Clinical Assessment Panel	EoI for Sub-Committee – appointed by position
NEW Deputy Chair, Clinical Assessment Panel	EoI for Sub-Committee – appointed by position
Chair, WBA Results Panel	EoI for Sub-Committee – appointed by position
One independent technical advisor/ psychometrician, Clinical Examination	Appointed by AMC COO

One independent technical advisor/ psychometrician, MCQ Examination	Appointed by AMC COO

APPENDIX B: Version Control

Version	Reviewed by	Amendments
0.1	Megan Lovett Zuzette Kruger-Finch	Addition of Technical Advisor to membership
0.2	Zuzette Kruger-Finch	Update members Update to new branding format
0.3	Zuzette Kruger-Finch	Update content Update membership categories
0.4	Megan Lovett	Update content following review with CEO and COO.
0.5	Jess Jenvey	Updates following review by IPP team and members.

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