



Position Description

Position Title:	Member / Lead Examiner, Applied Imaging Technology Examination Reference Panel
Reporting to:	Chair, Applied Imaging Technology Examination Reference Panel (review and feedback mechanism)
Direct Reports:	n/a
Responsible for:	n/a
Works with:	Head of Specialty Training Manager, Special Projects Snr Project Officer, Examination Operations Snr Project Officer, Exam Quality and Data Project Officer, Examinations
Date:	November 2016
Review Date:	TBA

College Mission

The mission of The Royal Australian and New Zealand College of Radiologists is to drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

Preamble

Position descriptions of The Royal Australian and New Zealand College of Radiologists are there to serve as a guide for potential candidates in the nomination process.

The role of a Member, Applied Imaging Technology Examination Reference Panel (AITERP)

The Applied Imaging Technology Examination Review Panel is comprised of up to twelve (12) members, including medical physicists who are members of the ACPSEM and up to two (2) clinical radiologists who are members of RANZCR and the Clinical Radiology Chief Censor.

The AIT Examination Reference Panel is a sub-committee of the Clinical Radiology Education and Training Committee (CRETC) and is responsible for setting, reviewing and development of the Part 1 Clinical Radiology AIT Examinations.

Members of the Panel are expected to participate actively and be prepared to attend additional workshops or training in the areas of examination standard setting, blueprinting, question development and examination development.

The role of a Lead, Applied Imaging Technology Examination Reference Panel (AITERP)

From the membership of the Panel two Examiners will act as Leads, one for Paper 1 and one for Paper 2.

- The Chief AIT Examiner shall automatically fulfil the role of Lead for Paper 1.
- The Lead Examiner for Paper 2 shall be appointed from the membership.

Lead Examiners are responsible for co-ordinating the blueprinting, content development, marking and review of their respective papers, including the allocation of available examiners for each series as required.

Purpose

Members shall:

- i. attend at least half of Panel meetings in a calendar year;
- ii. submit apologies and provide feedback to the Chair if unable to attend a meeting;
- iii. actively participate in discussions at meetings;
- iv. read agenda papers and minutes of meetings;
- v. act with care and diligence and in the best interests of the AITERP and the College;
- vi. keep abreast of key issues that may impact on the work and areas of responsibility of the Committee; and
- vii. dedicate time outside of Committee meetings to undertake activities on behalf of the Committee, such as drafting and reviewing questions, documents, research, and provision of advice.

Election

Positions will be filled from expressions of interest, invited from the RANZCR and ACPSEM membership, followed by recommendation of the Clinical Radiology Education and Training Committee.

Nominees submit to the College their Curriculum Vitae and an application (approximately 200 words) outlining their interest and fit for positions.

Term of appointment is from 1 January for a 3 year period with opportunity to be reappointed for a further two 3 year terms.

The Clinical Radiology Education and Training Committee may elect not to reappoint an examiner/Panel member in the event of:

1. Repeated episodes of unavailability without valid reason
2. Poor performance in the conduct or scoring of the examinations
3. Unethical behaviour in the conduct of one's duties as an examiner
4. Discontinuation of active clinical practice or academic activities for greater than 2 years
5. Cessation of involvement in teaching trainees for greater than 5 years

Qualifications, Experience, Qualities and Skills (Selection Criteria)

Essential attributes:

- Medical Physicists, at least five (5) years since post-graduate qualification (to be vetted by AITERP)
- Clinical Radiologists, at least five (5) years post-Fellowship qualification
- Demonstrable knowledge of all radiation safety issues and the physics of medical imaging modalities
- Actively involved in teaching and training of clinical radiologists
- A skilled evaluator and good communicator
- Knowledgeable of curriculum and assessment processes
- Prepared to undertake training/be co-opted as a trainee examiner
- An active participant in their College's CPD program and meets or exceeds minimal requirements.

Desirable attributes, but not essential:

- Understanding of the medical, educational, operational, regulatory and political environment in which College's operate
- Available to travel to attend face-to-face meetings
- Interest and/or expertise in examination matters.
- Ability to work as a team with others on an Examiner Panel.
- Ability to meet task deadlines.
- Access to resources which will facilitate the setting and marking of tests.
- Commitment to maintain and develop their knowledge and skills.

Key Roles and Responsibilities

The Applied Imaging Technology Examination Reference Panel shall be responsible to the Clinical Radiology Education and Training Committee and is responsible for setting, reviewing and development of the Part 1 Applied Imaging Technology Clinical Radiology examinations.

The Panel is responsible for:

- Setting, editing, marking and reviewing AIT examination questions for clinical radiology
- Reviewing examination outcomes, track trends and identify areas of concern for training purposes.
- Reviewing examination structures and propose alternative structures.
- Strengthening the quality and quantity of examination material.
- Developing and maintaining a bank of questions for future AIT clinical radiology examinations, including multiple choice questions (MCQs)
- Other tasks as determined by the Chair or the Chief Censor in Clinical Radiology.

Internal Duties

May include, but not limited to:

- Attendance at Panel meetings (face-to-face and/or teleconference)
- Ensuring examination policies / guidelines / position statements as current and meet the needs of the examinations in line with best practice
- Regular liaison with College secretariat

Time Commitment

Able to dedicate approximately 1-2 hours per week (averaged over the year) to College examination activities, concentrated around Panel meetings and examination series.

The AITERP is a working group and members are expected to participate by writing examination questions, developing marking templates, selecting questions for each examination series, marking and reviewing examination results.

In addition members are expected to prepare and attend scheduled meetings and workshops (2-3 per year). It is suggested that the estimated time for preparation and attendance would be no more than 8 hours per meeting day.

Members are required to provide input into policies / guidelines / position statements and documents developed by the Panel.

Key Relationships

- Secretariat support provided by the Specialty Training Unit
- Reporting to committees as required

Relevant Documentation and Resources

RANZCR Delegations Manual
 2015 Handbook
 Articles of Association
 RANZCR Code of Ethics
 Faculty of Clinical Radiology By-Laws
 Meeting Conduct Guidelines
 RANZCR Committee Chart

RANZCR Professional Documents: <http://www.ranzcr.edu.au/resources/professional-documents>

Confidentiality

Confidentiality must be kept for all matters that may affect the interests of the College, the Faculty of Clinical Radiology or the specialty of Radiology. This includes matters relevant to individual members or specific cases of patient care.

Conflict of Interest

All conflicts of interest are to be declared either on the Conflict of Interest Form, which is reviewed annually, or in meeting minutes. Refer to: Conflict of Interest Policy.

Copyright Guidelines, Copyright Assignment and Intellectual Property

A Copyright Assignment and Intellectual Property deed must be signed, to give the College authority to use all right, title and interest in materials resulting from work with the College.

Expenses

AIT examiners are provided with an honorarium for services undertaken on behalf of the examinations, as agreed via a Services Agreement.

Travel and associated expenses incurred during the undertaking of College duties are reimbursed by the College according to the Reimbursement of Expenses Policy.

Authority required to change criteria

- Clinical Radiology Education and Training Committee

Endorsed by the Clinical Radiology Education and Training Committee
Approved by the Faculty of Clinical Radiology Council

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