



# The Royal Australian and New Zealand College of Radiologists®

The Faculty of Clinical Radiology

## Position Description

<b>Position Title:</b>	Member, Clinical Radiology Phase 2 Case Reporting Examination Review Panel (CRCRRP)
<b>Reporting to:</b>	Chair, Clinical Radiology Phase 2 Case Reporting Examination Review Panel (CRCRRP) (review and feedback mechanism)
<b>Direct Reports:</b>	n/a
<b>Responsible for:</b>	n/a
<b>Works with:</b>	Head of Specialty Training Manager, Examinations Project Officer, Examinations Development and Delivery
<b>Date:</b>	March 2020
<b>Review Date:</b>	March 2022

### 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, Clinical Radiology Phase 2 Case Reporting Examination Review Panel (CRCRRP)

The Clinical Radiology Phase 2 Case Reporting Examination Review Panel (CRCRRP) is comprised of ten members; one chair and at least one member for each topic area: Abdominal, Cardiovascular/Thoracic and Interventional, Neurological/Head and Neck, Musculoskeletal, Paediatric, Breast and Obstetrics & Gynaecology.

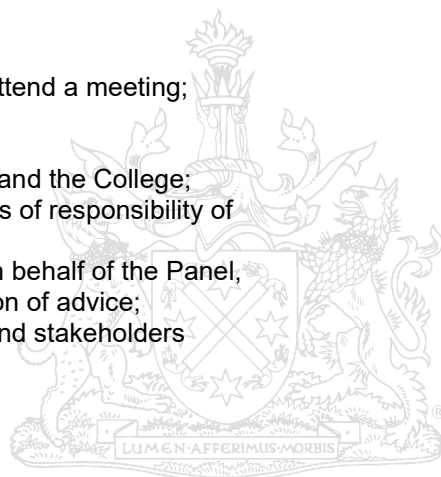
The CRCRRP, a panel of the Clinical Radiology Education Advisory Committee (CREAC), is responsible for setting, reviewing and development of the Clinical Radiology Phase 2 Case Reporting examination.

Members 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.

### Purpose

Members shall:

- attend at least two-thirds of Panel meetings in a calendar year;
- submit apologies and provide feedback to the Chair if unable to attend a meeting;
- actively participate in discussions at meetings;
- read agenda papers and minutes of meetings;
- act with care and diligence and in the best interests of the RERP and the College;
- keep abreast of key issues that may impact on the work and areas of responsibility of the Panel; and
- dedicate time outside of Panel meetings to undertake activities on behalf of the Panel, such as drafting and reviewing documents, research, and provision of advice;
- assist in the development of relationships with College partners and stakeholders
- participate in ongoing examiner training as required



## **Election**

Positions will be filled from expressions of interest, invited from current RANZCR members, followed by recommendation to the Clinical Radiology Education and Training Committee and ratification by the Faculty of Clinical Radiology Council.

Nominees submit to the Secretariat their Curriculum Vitae (max. 4 pages) and an application (approximately 300 words) outlining their interest and fit for positions.

The term is for three years and members can serve for a maximum of three terms.

## **Qualifications, Experience, Qualities and Skills (Selection Criteria)**

Essential attributes:

- A Fellow or Life member of the Faculty of Clinical Radiology at least three years post-FRANZCR or equivalent
- Must currently be a practicing sub-specialist / special interest in their field
- Available for travel for face-to-face meetings
- Knowledgeable of curriculum and assessment processes
- An active participant in their College's CPD program and meets or exceeds minimal requirements

Desirable attributes:

- Interest and/or expertise in examination matters
- Actively involved in teaching and training of clinical radiologists
- Understanding of the medical, educational, operational, regulatory and political environment in which the College operates
- A skilled evaluator and good communicator

## **Key Activities and Responsibilities**

The work of the Clinical Radiology Phase 2 Case Reporting Examination Review Panel will be guided by these principles:

- The best interests of patients will be acted upon
- High quality healthcare is provided
- The integrity of the profession of clinical radiology, RANZCR and the Faculty of Clinical Radiology is upheld. Refer to the RANZCR Code of Ethics (see 'Responsibilities of Reference Group/Review Panel members')

The objectives below will be followed irrespective of any constraints, either real or perceived, imposed by external factors (e.g. government health funding arrangements, corporatisation of radiology practices, demographics):

- Developing and maintaining the RANZCR bank of questions for future clinical radiology case reporting examinations
- Setting, editing, reviewing and marking examination questions for clinical radiology Part 2 E-Film examinations and future Phase 2 examinations
- 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
- Other tasks as determined by the Deputy Chief Censor of Examinations or Lead/Chief Examiner

During the transition period of implementing the examination changes, as a result of the Training and Assessment Reform, the Clinical Radiology Phase 2 Case Reporting Examination Review Panel will be responsible for both the current e-Film examination, as well as the new format case reporting examination.

## Internal Duties

May include, but not limited to:

- Attendance at Committee meetings (teleconference and face-to-face)
  - 1 x setting meeting (2 days)
  - 2 x review meetings (1 day)
  - 1 x examiner training (1 day)
- Developing examination policies/guidelines/position statements as required
- Regular liaison with College secretariat
- Reviewing member communications/responses to emails in a timely manner as required
- At the beginning of each calendar year, provide an update to the Radiology Education and Training Committee suggesting key priorities for the coming year.

## Time Commitment

Able to dedicate approximately 1-2 hours per week to College examination activities, with additional time around Panel meetings and Part 2 examinations.

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

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

## Key Relationships

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

## Relevant Documentation and Resources

- RANZCR Delegations Manual
- 2020 Committee 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 and Copyright Assignment

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

## **Expenses**

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**

Faculty of Clinical Radiology Council

Endorsed by the Clinical Radiology Examination Advisory Committee	TBA
Approved by the Clinical Radiology Examination Advisory Committee	TBA