



## Position Description

<b>Position Title:</b>	Chief Censor, Faculty of Radiation Oncology
<b>Reporting to:</b>	Dean, Faculty of Radiation Oncology (review and feedback mechanism)
<b>Direct Reports:</b>	Deputy Chief Censors Chief Accreditation Officer and Deputy Chief Accreditation Officer Chairs of subcommittees of the Radiation Oncology Education and Training Committee.
<b>Responsible for:</b>	Radiation Oncology Education and Training Committee (ROETC)
<b>Date:</b>	April 2022

### College Purpose:

To enable the safe and appropriate use of clinical radiology and radiation oncology to optimise health outcomes for our patients and society.

### Preamble:

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

### The Role of the Chief Censor:

To have ultimate oversight on all aspects of education, training and assessment conducted as part of the Radiation Oncology Training Program. The Chief Censor is the Chair of the Radiation Oncology Education and Training Committee (ROETC), member of the Faculty Council of Radiation Oncology (Faculty Council), *ex officio* member of the International Medical Graduate (IMG) Committee, Trainee Network Directors Committee (TNDC) and other committees and project working groups as required.

### Appointment and Tenure

An expression of interest process will take place, whereby any Fellow or Life Member of the College who meets the selection criteria (Qualifications and Skills) listed below may apply by submitting their Curriculum Vitae and a letter addressing the criteria. This will then be considered by the Faculty of Radiation Oncology Council.

The Chief Censor shall hold office for 3 years from 1 January of the year following his or her appointment and at the end of that term will be eligible for reappointment for one further term of three years such that no Fellow may serve as Chief Censor for more than 6 consecutive years.

A casual vacancy in the office of the Chief Censor may be filled by any member of the Radiation Oncology Education and Training Committee appointed by the Faculty Council on the recommendation of the Radiation Oncology Education and Training Committee.

Where a person is appointed to fill a casual vacancy in the office of Chief Censor and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office as Chief Censor and shall not prevent that person being elected Chief Censor in his or her own right at any future time.

### Qualifications and Skills:

The Faculty of Radiation Oncology By-Laws allow any Fellow or Life Member of the Faculty of Radiation Oncology to be nominated as Chief Censor, this is subject to a decision regarding the appointment by the Faculty Council. However, several key desirable attributes are expected to facilitate the fulfilment of the role, including:

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- Willing and able to dedicate at least the equivalent of one day per week to the role (and supported by their employer to do so)
- Previous experience in other College roles – e.g. Radiation Oncology Education and Training Committee member, past or current experience as a College Examiner and/or Director of Training or Training Network Director
- Working knowledge of the organisational hierarchy of the College and how the various working committees function together
- Strong understanding of the medical, educational, operational, regulatory and political environment in which the College operates
- Actively involved in training at an accredited training site
- A skilled evaluator and good communicator
- Highly developed leadership skills across a broad range of relationships including staff, Fellows and trainees, and external stakeholders
- Experience in public speaking, senior representation and high-level negotiation skills
- Passion for excellence in medical education and training

### **Responsibilities:**

Include but not limited to:

1. Chair the Faculty of Radiation Oncology Education and Training Committee and overall accountability for its sub-committees and working groups (as an ex officio member).
2. Provide advice to the Faculty Council, and as such will also be a member of the Faculty Council.
3. Maintain effective liaison with the Australian Medical Council and liaison with other relevant bodies.
4. In collaboration with the Chief of Examinations, oversee the overall development, conduct, delivery and review of the examinations.
5. In collaboration with the Chief of Training and Assessment, oversee the overall development, implementation and review of the training program.
6. In collaboration with the Chief Accreditation Officer, oversee the accreditation of training sites.
7. Provide leadership and direction to the training program and key participants including trainees, Directors of Training, Training Network Directors and Examiners.
8. Consider trainee applications, submissions or circumstances associated with the training program in accordance with College policies.
9. Review and approve trainee remediation plans.
10. Make recommendations to the Faculty Council as to the suitability of any applicant for admission to Fellowship.
11. Attend the Annual Scientific Meeting and have a leading role in the Annual Ceremony, for new Fellows who are inducted and welcomed into the College.
12. Other duties as requested such as: attendance at, and facilitation of, meetings or workshops; judging of prizes; representing the College at external functions etc.

### **Time Commitment:**

To be available one day per week for consultation with College staff regarding administration activities; attendance at all ROETC meetings; participation in other reporting education and training committee meetings; attendance at the Annual Scientific Meeting.

**Key Relationships:**

- Support from the Head of Specialty Training, Manager, Training Program and Manager, RO Examinations
- President, Faculty Deans, Deputy Chief Censors, Chief Accreditation Officer and Deputy Chief Accreditation Officers
- Chairs of other committees and panels
- Australian Medical Council and Medical Council of New Zealand.

**Relevant Documentation and Resources:**

All Office Bearers must be familiar with / comply with the RANZCR Delegations Manual.

Committee Handbook

Code of Ethics

Articles of Association

Faculty of Radiation Oncology By-Laws

Meeting Conduct Guidelines

RANZCR Clinical Governance Chart

RANZCR Committee Chart

RANZCR Professional Documents: <https://www.ranzcr.com/college/document-library/>

**Confidentiality:**

Confidentiality must be kept for all matters which may affect the interests of the College, the Faculty of Radiation Oncology or the specialty of Radiation Oncology. This includes matters relevant to individual Fellows 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.