



Position Description

Position Title:	Chief of Training and Assessment and Deputy Chief Censor
Reporting to:	Chief Censor, Faculty of Radiation Oncology (review and feedback mechanism)
Direct Reports:	n/a
Responsible for:	Radiation Oncology Training and Assessments
Works with:	Head of Specialty Training Manager, Training Program Project Officer, Radiation Oncology Training
Date:	January 2019
Review Date:	January 2021

College Vision

The vision of The Royal Australian and New Zealand College of Radiologists is to drive the appropriate, proper and safe use of radiology and radiation oncology to optimise health outcomes through leadership, education and advocacy.

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.

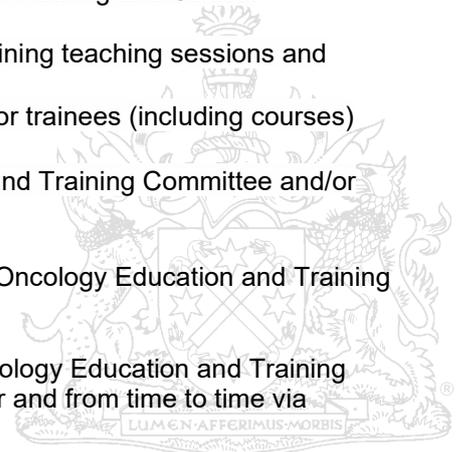
The Role of the Chief of Training and Assessment

The Chief of Training and Assessment in Radiation Oncology will also be one of two Deputy Chief Censors in Radiation Oncology.

The Chief of Training and Assessment is responsible for:

- coordinating the monitoring and development of the Radiation Oncology Training Program ensuring appropriate intended learning outcomes, curriculum content, assessment tasks and constructive alignment.
- Responding to feedback, issues, and queries raised by trainees and Fellows regarding the curriculum, training resources and assessments.
- Monitoring reports on trainee progression.
- Guiding, contributing to and monitoring the training of Directors of Training and Clinical Supervisors including the conduct of training workshops.
- Oversee and monitor the development and implementation of training teaching sessions and workshops.
- Identifying, developing, reviewing and contributing to resources for trainees (including courses)
- developing policies / guidelines / position statements
- responding to requests from the Radiation Oncology Education and Training Committee and/or Faculty of Radiation Oncology Council.
- liaising / guiding RANZCR staff
- Serve as a conduit for reporting and discussion to the Radiation Oncology Education and Training Committee.

The Chief of Training and Assessment is a member of the Radiation Oncology Education and Training Committee (ROETC). The ROETC meet face to face three times per year and from time to time via teleconference.



The Role of the Deputy Chief Censor

The Chief of Training and Assessment in Radiation Oncology will also be one of two Deputy Chief Censors in Radiation Oncology who will support the Chief Censor in overseeing all aspects of training and assessment conducted as part of the Radiation Oncology Training program.

There are two Deputy Chief Censor positions, the Chief of Examinations and the Chief of Training and Assessment. Members appointed to these roles are appointed Deputy Chief Censor, the member may hold that position while during their term as Chair.

The Deputy Chief Censor is responsible for:

- Supporting the Chief Censor in fulfilling the objectives of the role of Chief Censor as identified in the Chief Censor position description.
- Representing and performing the duties of the Chief Censor at various meeting or events when the Chief Censor is not able to attend i.e. Sub Committees of ROETC, Faculty Council Meetings, Annual Scientific Meetings and external Committees.
- Assuming the role of Chief Censor should the Chief Censor no longer able to perform these duties for any reason and until a new Chief Censor is appointed to fill the vacancy.
- Any other duties as requested by the Chief Censor in line with College governance and strategy

Appointment as a Deputy Chief Censor does not automatically imply that the Deputy Chief Censor will be elected as Chief Censor. The normal application process applies for the role of Chief Censor.

Purpose

The Chief of Training and Assessment shall:

- i. attend all meetings of the Radiation Oncology Education and Training Committee;
- ii. supervise the general business of the training curriculum, work based assessments, assessment tasks, learning resourcing including workshops;
- iii. provide leadership, guidance and direction with respect to training program matters within Radiation Oncology in Australia and New Zealand; and

Nomination and Appointment

A nomination and application process will take place and any active Fellow or Life Members of the College who can demonstrate the required qualifications, experience, qualities and skills listed below, may apply. The application must contain a cover letter outlining the candidate's experience and attributes relevant to the role and a copy of their Curriculum Vitae. Applications will be reviewed by the Radiation Oncology Education and Training Committee and approved by the Faculty Council.

The Chief of Training and Assessment 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 1 further 3 year term. No Fellow may serve as Chief of Training and Assessment for more than 6 years.

A casual vacancy in the office of the Chief of Training and Assessment may be filled by any member of the 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 of Training and Assessment and the period of the term remaining is less than 1 year that appointment shall not be regarded as a term of office as Chief of Training and Assessment and shall not prevent that person being elected.

Qualifications, Experience, Qualities and Skills (Selection Criteria)

Essential attributes:

- At least five (5) years post-FRANZCR
- An active Fellow or Life member of the Faculty of Radiation Oncology
- Experience in areas of radiation oncology, in addition to clinical work (e.g. education / training, management, governance, RANZCR)

Desirable attributes, but not essential:

- Highly developed leadership skills across a broad range of relationships including staff, Fellows, trainees, and external stakeholders
- Highly-developed advocacy, negotiation and chairing skills
- Understanding of the medical, educational, operational, regulatory and political environment in which the College operates
- Clinical skills, preferably in a variety of environments
- Available to travel interstate and overseas as required
- Interest and expertise in examination matters.

Key Activities and Responsibilities

The Chief of Training and Assessment shall be responsible to the Radiation Oncology Education and Training Committee and is responsible for maintaining, reviewing and development of the Radiation Oncology Training Program.

The Chief of Training and Assessment is responsible for:

- Ensuring the appropriate review and updating of the training program curriculum
- Contributing to and leading training program curriculum evaluations.
- Ensuring the appropriate review and matching of curriculum learning outcomes to assessment tools.
- Overseeing the appropriate review, approval and development of consistency within assessment tools (especially summative) including questions, criteria and instructions.
- Ensuring the appropriate review and recommendation of standards relating to assessments.
- Making decisions regarding feedback on assessments and processes.
- Overseeing and ensuring robust communication about assessments to Fellowship and trainees.
- Reviewing issues and recommendations from trainees relating to assessments - content or conduct.
- Contributing to plans for training of DoTs and clinical supervisors relating to assessments.
- Contributing to identifying and reviewing resources for trainees that are directly linked to the curriculum learning outcomes (including teaching courses).
- Making recommendations, overseeing and ensuring review of changes to assessments and/or assessment processes.
- Ensuring alignment and linkage across Phase 1 and 2 – coordinate all elements of assessment and coverage of competencies.
- Reviewing reports on trainee progression and responding to trends.

The Chief of Training and Assessment is copied in various emails for information and may need to provide expert advice if matters are of strategic importance.

Internal Duties

May include, but not limited to:

- Reporting to the Radiation Oncology Education and Training Committee at each Radiation Oncology Education and Training Committee meeting.
- Bringing issues of importance to the attention of the Radiation Oncology Education and Training Committee between meetings
- Developing examination policies / guidelines / position statements as required
- Regular liaison with and guidance of College secretariat

External Duties

As delegated by the Radiation Oncology Education and Training Committee, including but not limited to:

- Stakeholder engagement in Australia and New Zealand (e.g., External educational consultants)

Time Commitment

Able to dedicate approximately 2-5 hours per week to College activities (may be greater in the weeks around Committee meetings).

Key Relationships

- Secretariat support provided by the Specialty Training Unit
- ROETC, especially the Chief Censor in Radiation Oncology
- Radiation Oncology Phase 1 and Phase 2 Examination Panels and the Chief of Examinations.
- International Medical Graduates Committee and its Chair
- Faculty of Radiation Oncology

Relevant Documentation and Resources

All Office Bearers must comply with:

- RANZCR Delegations Manual.
- 2019 Handbook
- Articles of Association
- RANZCR Code of Ethics
- Faculty of Radiation Oncology By-Laws
- Meeting Conduct Guidelines
- RANZCR Committee Chart
- RANZCR Professional Documents: www.ranzcr.com/fellows/rad-onc/professional-documents/

Confidentiality

Confidentiality must be kept for all matters that may affect the interests of the College, the Faculty of Radiation Oncology or the Faculty of Clinical 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.