



Clinical Radiology Examination Advisory Committee Terms of Reference

Name	Clinical Radiology Examination Advisory Committee (CREAC)	
Type	Standing Committee ☐	Working Group ☐
	Advisory Committee ☒	Special Interest Group ☐
	Reference Group/Panel ☐	Conjoint Body ☐
Date	Ratified by the RANZCR Board of Directors at the meeting on 5 June 2020.	
Review/ cessation date	Review ☒ Date: 2022	Cessation ☐ Date:
Aim	The Clinical Radiology Examination Advisory Committee (CREAC) is an advisory committee to the Clinical Radiology Education and Training Committee (CRETC) responsible for overseeing the Clinical Radiology Phase 1 and Phase 2 Examinations.	
Objectives	The work of the CREAC will be guided by these principles: 1. The best interests of patients will be acted upon. 2. High quality healthcare is provided. 3. The integrity of the profession of Clinical Radiology, RANZCR and the Faculty of Clinical Radiology is upheld. <i>Refer to the RANZCR Code of Ethics (see 'Review Panel members')</i>. 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): 4. Ongoing review and improvement of the clinical radiology examinations structures 5. Ongoing review and improvement of examination processes, to meet current educational standards 6. Developing and reviewing examination policies 7. Reviewing borderline examination results from each Examination Review Panel, and determining the final results 8. Review examination outcomes, track trends and identify areas of concern for training purposes. 9. Oversee and ensure robust communication about examinations to Fellowship and trainees. 10. Other tasks as determined by the Chief Censor in Clinical Radiology or Clinical Radiology Education and Training Committee (CRETC)	
	Activities are subject to scope limitations as outlined below. Any activities outside the scope must be referred to the Faculty of Clinical Radiology Council and/or the Board of Directors for discussion and endorsement. The Clinical Radiology Examination Advisory Committee has the scope to:	

	1. Approve expenditure Yes ☐ up to [\$XXX] No ☒ Exceptions: activity funded under existing projects, or external grants. 2. Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval. Yes ☐ No ☒ 3. Approve of work that would significantly expand/alter objectives or scope of the Committee. Yes No 4. Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects). Yes No 5. Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval. Yes No 6. Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval. Yes No 7. Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President. Yes No
Reporting arrangements	Authority is delegated by the Faculty of Clinical Radiology Council via the Clinical Radiology Education and Training Committee to fulfil the objectives as outlined in these Terms of Reference or as specifically requested by the Dean (on behalf of the Faculty of Clinical Radiology Council) or, in exceptional circumstances, the President (on behalf of the College and Board). In fulfilling its designated functions, the Clinical Radiology Examination Advisory Committee will respond to requests from the Faculty Council, typically via the Clinical Radiology Education and Training Committee, and may also initiate its own activities, within its allocated budget. 1. Reports to the Clinical Radiology Education and Training Committee • Provide input to the RANZCR annual report, as required. • At the beginning of each calendar year, must provide an update to the Faculty of Clinical Radiology Council via the Clinical Radiology Education and Training Committee proposing key priorities for the coming year, a summary of what was achieved in the previous year and a work plan. This must be discussed and agreed by the first Clinical Radiology Curriculum Assessment Committee meeting of the year. • Must provide a brief written summary report (maximum length 1.5 pages) for each face-to-face Clinical Radiology Education and Training Committee meeting on arising issues, activities, risks and opportunities. The report must also include the activities of subcommittees, working

	groups and other Bodies reporting to the Clinical Radiology Curriculum Assessment Committee. • Must keep minutes of meetings and ensure that a copy is kept by the College Secretariat. 2. Subcommittees/groups reporting to the Clinical Radiology Examination Advisory Committee • Anatomy Exam Review Panel • Applied Imaging Technology Examination Review Panel • Pathology Examination Review Panel • Radiology MCQ Examination Review Panel • Case Reporting Examination Review Panel • OSCER Review Panel
<i>Liaison and links</i>	• Primarily to the Clinical Radiology Education and Training Committee • Secondary liaison and links to the Faculty of Clinical Radiology Council, RANZCR Board of Directors and RANZCR Branches • Clinical Radiology Curriculum Assessment Committee
<i>Membership</i>	Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of seven members. The maximum number of members required will be determined by the representation requirements of the Committee. Membership must include: • President, RANZCR (ex-officio) • Dean, Faculty of Clinical Radiology (ex-officio) • Chief Censor, Clinical Radiology (ex-officio) • An elected Faculty of Clinical Radiology Councillor • Deputy Chief Censor for Examination - Chair • Deputy Chief Censor for Curriculum Assessment (ex-officio) • Chair from the following Examination Review Panels ○ Anatomy Examination Review Panel ○ Applied Imaging Technology Examination Review Panel ○ Pathology Examination Review Panel ○ Radiology MCQ Examination Review Panel ○ Case Reporting Examination Review Panel ○ OSCER Review Panel • Co-opted member, e.g. independent/technical experts If a member is to be co-opted to the membership of the committee, this must be discussed with the Committee and agreement sought from the Faculty of Clinical Radiology Council. Attached (Appendix 1) is a completed Membership Checklist for Faculty of Clinical Radiology Bodies. The checklist should be reviewed annually as membership changes.

Terms of membership	Member term The term of office for each committee member shall be three years. At the end of each term positions on the committee will be open to the membership via a call for expressions of interest (Eol). Committee members may be re-appointed to serve for a maximum of three consecutive terms. However, subsequent terms must be applied for via Eol. Thereafter they shall not be eligible to serve as a member of the <i>[Insert name of Standing Committee]</i> until two years have elapsed since the expiration of their term of office. If a member is representing another Body on the <i>Clinical Radiology Examination Advisory Committee</i> their term is dependent on their term on the other Body. Chair As per the Faculty By-laws, the Chair of the CREAC, as the Deputy Chief Censor, shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further 3-year term. No Fellow may serve as Deputy Chief Censor for more than 6 years. <i>To note:</i> The Dean, Faculty of Clinical Radiology cannot be the Chair, and no Fellow can be the Chair of more than one Faculty of Clinical Radiology Body.
Meetings	Meeting frequency The Chair will determine the frequency of regular committee meetings. Ideally, meetings will occur prior to Clinical Radiology Education and Training Committee (CRETC) meetings, to allow the Clinical Radiology Examination Advisory Committee to report to the CRETC. Ad hoc meetings can be convened as necessary to provide urgent advice/response on matters relevant to the committee. Quorum Greater than half of the members. Ex-officio members are not counted in the quorum number requirement. However, if in attendance they can make up part of the quorum and have voting rights. Example: If a committee has 10 members and two ex-officio members the quorum is six, if present the ex-officio member can be counted as part of the six. Secretariat support The Committee will have administrative, research and analytical support provided by the College through the Specialty Training Unit. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence. Resolutions Must be passed with majority support. If voting is tied, then the Chair has the casting vote or the authority to raise the issue with the Clinical Radiology Education and Training Committee for consideration and final decision.
Election/ Nomination/ Recruitment of	Appointment of Members

members process	Expressions of Interest to Examination Review Panel will be called from the Faculty of Clinical Radiology membership as outlined below and within their Terms of Reference. Eol Process for Examination Review Panels Nominees are to submit their curriculum vitae and an application (no more than 300 words) on the official form outlining their interest and fit for the position. Click here to view the Eol application form. All eligible Fellows will be informed of the process, including the date that expressions of interest close. Nominations will be considered by the Clinical Radiology Education and Training Committee and a recommendation for appointment to be passed to the Faculty of Clinical Radiology Council. The Faculty of Clinical Radiology Council retains the discretion to review appointments if required. Casual Vacancies If the office of a Committee member becomes vacant during the member's term of office, the position may be filled by other members of the represented Examination Review Panel. Where a Fellow is appointed to fill a casual vacancy and the period of the term remaining is less than one year that appointment shall not be regarded as a term of office for the purpose of calculating member terms. Appointment of the Chair A Chair will be elected from the membership of the panel and will be appointed as a Deputy Chief Censor. The Chair of CREAC is not able to continue as Chair of their delegated panels or subcommittee upon commencement of their elected term. A new chair is to be appointed to the vacated position, as outlined within that Panel's ToR. A Deputy Chief Censor shall hold office for 3 years from 1 January of the year following their appointment and at the end of that term will be eligible for reappointment for 1 further 3 year term. No Fellow may serve as Deputy Chief Censor for more than 6 years Cross Representation of other FCR Bodies Committee members elected to represent the Committee on other Bodies will be appointed from within the Committee, agreed by the Committee and documented in the Committee meeting minutes.
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Responsibilities of Committee members	Conduct All committee members are required to: 1. Attend committee meetings and actively participate in discussions at these meetings. 2. Read and consider agenda papers and minutes of meetings. 3. Act with care and diligence and in the best interests of the Clinical Radiology Curriculum Assessment Committee and RANZCR. 4. Keep abreast of key issues, including bi-national & international developments that may affect the work and areas of responsibility of the committee. 5. Dedicate time outside of committee meetings to undertake activities on behalf of the committee, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required. 6. Assist in the development of relationships with College partners and stakeholders. 7. Support the development of policies by the Faculty of Clinical Radiology. Conflict of Interest Members will be required to complete a statement of conflicts of interest and to declare any further potential conflicts of interest that may arise. These are to be recorded in the minutes/reports of the relevant meeting. Disputes Disputes that cannot be satisfactorily resolved within the committee will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer. Meeting attendance Members are required to attend at least 50% of the meetings per calendar year. The Committee Chair will speak to any member who is absent for two consecutive meetings to talk about the member's capacity to contribute to the committee in future. If a member is absent for three consecutive meetings they may be asked to step down from the committee. All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to the meeting. If unable to attend committee meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting. Confidentiality Committee members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Committee members are required to maintain confidentiality on matters of importance to the College, and on matters that can affect the interests of the College, and the profession of clinical radiology. Further information about the levels of confidentiality can be found in <i>Appendix 3</i>. Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and
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in communication across bodies. If in doubt consult the Chair of the Body.

Code of Ethics

The Code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standards of ethical conduct the College expects of its members. These apply to members of committees in their work for the committee and committee members must abide by the Code of Ethics.

To download the RANZCR Code of Ethics please [click here](http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics) (or copy and paste <http://www.ranzcr.edu.au/documents-download/document-library-9/3958-ethics> into your web browser).

Cost of Operation

Activities will be conducted by email and tele/video conference as far as possible. This Committee may have one face-to-face meeting per year with additional face to face meetings permitted with budgetary or RANZCR Board of Directors approval.

Any requests for expenditure/reimbursement must comply with College guidelines.

Responsibilities of the Chair

The Chair will provide oversight of the committee and will be responsible for ensuring that the committee fulfils its functions and acts on assigned tasks in a timely manner. The Chair will approve the agenda for each meeting and chair meetings. The Chair will be responsible for reviewing the draft minutes so that they can be sent to the Committee for review and verification in a timely manner. The Chair of the Clinical Radiology Examination Advisory Committee is also a member of the Clinical Radiology Education and Training Committee and provide any other support as delegated by the Chief Censor.

Responsibilities of the Faculty of Clinical Radiology Council Representative

The appointed Faculty Councillor on the committee is responsible for reporting to the Faculty of Clinical Radiology Council.



Guidance for Membership of Faculty of Clinical Radiology Bodies

Name: Clinical Radiology Examination Advisory Committee

Membership of each Body should reflect the specific responsibilities of the Body. When appointing members to a Body, consideration should be given to the diversity of skills, relevant expertise and level of experience required of its members, collectively and individually, in order to ensure effective functioning and balanced decision-making. The following list is provided as guidance and reflects an ideal set of skills and expertise.

The membership section of the terms of reference lists some appointments as mandatory. Inclusion of members with other skills and expertise, although ideal, is not essential.

For each position listed below, please indicate whether it is applicable to this Body and provide justification for your response. It is not necessary to provide justification for positions that are not considered applicable.

Experience and Expertise of Members	Applicable to this Body	Justification
1. President	☒	Ex-Officio Member
2. Dean, Faculty of Clinical Radiology	☒	Ex-Officio Member
3. An elected Faculty of Clinical Radiology Councillor	☐	
4. Chief Censor, Clinical Radiology	☒	Ex-Officio Member (<i>of Bodies that report to the Clinical Radiology Education and Training Committee</i>)
5. A New Zealand Fellow	☐	
6. A Fellow from at least a minimum number of States and Territories (e.g. at least 4 of the 7 Australian ones). Please indicate below.	☒	
a. NSW ☐ b. QLD ☐ c. VIC ☐ d. WA ☐ e. SA ☐ f. ACT ☐ g. TAS ☐		
7. Regional and Rural	☐	
8. Public Practice	☐	
9. Private Practice	☐	
10. A Fellow of the Faculty of Radiation Oncology	☐	
11. Knowledge of the work of other Faculty of Clinical Radiology Committees Click here for a list of all FCR Committees	☐	
12. A Clinical Radiology Trainee	☐	
13. A Consumer or other External member (with approval from the FCR Council)	☐	
14. Other(s) – Please describe:	☐	Ex-Officio Member - Deputy Chief Censor for Curriculum Assessment
Comment: To note: One member may have more than one of these skills or characteristics e.g. NSW and private or QLD and rural/regional.		



Process for Appointing FCR Body Chairs

Faculty of Clinical Radiology (FCR) Body Chairs are appointed by the following process:

1. Log vacancy and inform Dean/FCR Council.
2. Send Expression of Interest to Body members (unless specified otherwise in the FCR By-laws). Applications not meeting requirements are returned to the candidate as invalid.
3. Body members vote by secret ballot. Confirmation of due process by relevant senior manager at the College.
4. Result communicated to Body members.
5. Decision of the Body taken to FCR Council to ratify (out of session if urgent, as determined by Dean). Information on applicants' names, key dates and votes supplied. Further information can be requested if needed.
6. Chair and Body notified of FCR ratification.
7. Membership advised and register updated.

If there is only one nomination for a post and the person nominated meets all the necessary criteria, they will be considered for ratification by FCR Council without a vote.



Confidentiality Levels for Consideration

There are three major levels of confidentiality for matters considered by a Faculty of Clinical Radiology Body.

Level One

The highest level relates to matters that must not be discussed outside the meeting room at any time: for example, a member has been subject to investigation by a regulator or charged with a criminal offence; or a matter that is disclosed by government or is commercial in confidence, for the purpose of working together such as notification of new licences for equipment.

Level Two

The intermediate level of confidentiality relates to matters that are in the early stages of discussion and need further development and consideration before being released for confidential consultation with the membership, for example the development of a position paper regarding a clinical or economic matter or restructuring of the College such as the Governance Review. These can be discussed amongst those who have received the documents but not with the wider membership at that point.

As a membership organisation it is important, welcomed and encouraged that matters relevant to the profession are able to be discussed amongst the membership and the results of these discussions fed back to the College in order to optimise the College's stand on these matters. The objective is to release information at a time when it has been sufficiently well-considered that a useful discussion can be had, and rumour and supposition minimised.

Level Three

The lowest level covers all other matters and is covered by the Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed." The principles of these matters, but not the individuals involved, can be discussed more widely in the interests of developing ideas and enhancing collaboration.