



## Applied Imaging Technology Examination Review Panel Terms of Reference

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| <b>Name</b>                  | <b>Applied Imaging Technology Examination Review Panel</b>  |  |
| <b>Type</b>                  | Standing Committee <input type="checkbox"/>   | Working Group <input type="checkbox"/>             |
|                              | Advisory Committee <input type="checkbox"/>   | Special Interest Group <input type="checkbox"/>    |
|                              | Reference Group/ Review Panel <input checked="" type="checkbox"/>   | Conjoint Body <input type="checkbox"/>             |
| <b>Date</b>                  | Ratified by the Faculty of Clinical Radiology Council at the meeting on 18 March 2017   |  |
| <b>Review/cessation date</b> | <b>Review</b> <input checked="" type="checkbox"/><br>Date: March 2020   | <b>Cessation</b> <input type="checkbox"/><br>Date: |
| <b>Aim</b>                   | <p>A Review Panel consists of clinical experts in a given area who are available and willing to provide advice and opinions on specific matters as defined in the ToR to the relevant FCR body. This may require the undertaking of specific activities such as developing examinations.</p> <p>The Applied Imaging Technology Examination Review Panel (AITERP) is a sub-committee of the Clinical Radiology Education and Training Committee (CRET) responsible for setting, reviewing and development of the Part 1 Applied Imaging Technology (AIT) examinations.</p>   |  |
| <b>Objectives</b>            | <p>The work of the <a href="#">AIT Examination Review Panel</a> will be guided by these principles:</p> <ul style="list-style-type: none"><li>▪ The best interests of patients will be acted upon.</li><li>▪ High quality healthcare is provided.</li><li>▪ 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 'Responsibilities of Reference Group/Review Panel members')</i>.</li></ul> <p>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):</p> <ol style="list-style-type: none"><li>1. <a href="#">Setting, editing, reviewing and marking examination questions for AIT for clinical radiology.</a></li><li>2. <a href="#">Reviewing examination outcomes, tracking trends and identifying areas of concern for training purposes.</a></li><li>3. <a href="#">Reviewing examination structures and proposing alternative structures.</a></li><li>4. <a href="#">Strengthening the quality and quantity of examination material.</a></li><li>5. <a href="#">Developing and maintaining a bank of questions for future AIT clinical radiology examinations.</a></li><li>6. <a href="#">Other tasks as determined by the Chief Censor in Clinical Radiology or the Lead/Chief Examiner.</a></li></ol> |  |

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| <b>Scope</b>                  | <p>Activities are subject to scope limitations as outlined below. <b>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.</b></p> <p>The AIT Examination Review Panel has the scope to:</p> <ol style="list-style-type: none"> <li>Approve expenditure<br/>                     Yes <input type="checkbox"/> up to [\$XXX]<br/>                     No <input checked="" type="checkbox"/></li> <li>Generate additional projects, subject to Faculty of Clinical Radiology Council/Board approval.<br/>                     Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>Approve of work that would significantly expand/alter objectives or scope of the Reference Group/Review Panel.<br/>                     Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>Approve work that would require additional support from College staff (outside of the agreed work plan/existing projects).<br/>                     Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>Develop policies and guidelines, subject to Faculty of Clinical Radiology Council approval.<br/>                     Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>Establish subcommittees or working groups, subject to Faculty of Clinical Radiology Council approval.<br/>                     Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></li> <li>Liaise and report to external bodies only through or by delegation from the Dean, Faculty of Clinical Radiology, or the RANZCR President.<br/>                     Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></li> </ol> |
| <b>Reporting arrangements</b> | <p>Authority is delegated by the <a href="#">Clinical Radiology Education and Training Committee</a> 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).</p> <p>The review panel will provide advice or opinion as requested to the supervising body, or to another requesting body in the case of requests for advice or opinion from other than the supervising body.</p>   |
| <b>Liaison and links</b>      | <ul style="list-style-type: none"> <li>Primarily to the <a href="#">Clinical Radiology Education and Training Committee</a>.</li> <li>Secondary liaison and links to the Faculty of Clinical Radiology Council, RANZCR Board of Directors and RANZCR Branches</li> <li><a href="#">Anatomy Examination Review Panel</a></li> <li><a href="#">Clinical Radiology Examination Review Panel</a></li> </ul>  |
| <b>Membership</b>             | <p>Membership of the review panel will be determined by the clinical expertise required to provide advice or opinion on the specific matters related to its objectives and may include non-Fellows.</p>  |

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|                                   | <p>Unless the Faculty of Clinical Radiology Council determines otherwise, the membership shall include a minimum of three members. There is no upper limit on membership, unless stated otherwise below.</p> <ul style="list-style-type: none"> <li>• Chief Censor (ex officio, voting)</li> <li>• Dean of the Faculty of Clinical Radiology (ex officio, voting)</li> <li>• 13 x Examiners (Medical Physicists and desirably up to 2 Radiologists)</li> </ul>  |
| <p><b>Terms of membership</b></p> | <p><b>Member term</b><br/>The term of office for each member shall be three years. Review Panel members may be re-elected to serve for a maximum of three consecutive terms. Thereafter they shall not be eligible to serve as a member of the <a href="#">AIT Examination Review Panel</a> until two years have elapsed since the expiration of their term of office. In exceptional circumstances, Faculty Council may co-opt a member with specific skills and experience, should the need arise.</p> <p><b>Chair (Chief AIT Examiner)</b><br/>A Chair will be appointed from within the Review Panel membership, for a one-year term, with a maximum of seven terms.</p> <p><i>To note:</i> The Dean, FCR cannot be the Chair, and no Fellow can be the Chair of more than one FCR Body.</p>  |
| <p><b>Meetings</b></p>            | <p><b>Meeting frequency</b><br/>The Review Panel will generally meet two (2) times per year in face to face meetings to set, edit and review the AIT examinations. Additional teleconferences and webinars may be called to provide advice as requested or address matters arising in relation to examination matters. See Cost of Operation for further information.</p> <p><b>Quorum</b><br/>Generally, a response to a request for advice or opinion requires input from more than half of the members (e.g. five if the Review Panel has eight or nine members and six if the Review Panel has ten or eleven members).</p> <p>If there are fewer than five members, the minimum quorum shall be no less than three.</p> <p>In the absence of a quorum, advice must represent the views of at least three members of the Review Panel before it can be referred back to the requesting body for its consideration.</p> <p>A Review Panel may have other specific requirements for decision-making, for example when setting exam questions.</p> <p><b>Secretariat support</b><br/>The Review Panel will have administrative, research and analytical support provided by the College through the <a href="#">Specialty Training Unit</a>. In consultation with the Chair, the secretariat will prepare and distribute meeting papers, take and distribute minutes of meetings, and prepare and receive correspondence.</p> <p><b>Resolutions</b><br/>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 <a href="#">Clinical Radiology Education and Training Committee</a> for consideration and final decision.</p> |

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| <p><b><i>Election/<br/>Nomination/<br/>Recruitment of<br/>members<br/>process</i></b></p> | <p><b>Expression of Interest (Eoi)</b><br/>Expressions of Interest will be called from the Faculty of Clinical Radiology membership. For non-radiology positions, an Eoi will be called for from the <a href="#">ACPSEM Membership</a>.</p> <p><b>Eoi Process</b><br/>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. <a href="#">Click here</a> to view the Eoi application form.<br/>All eligible Fellows will be informed of the process, including the date that expressions of interest close.</p> <p>Nominations will be reviewed by the AITERP for suitability, before being considered by the <a href="#">Clinical Radiology Education and Training Committee</a>, with 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.</p> <p><b>Casual vacancies</b><br/>To be filled at the discretion of the <a href="#">Clinical Radiology Education and Training Committee</a>. Where <a href="#">an examiner</a> 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.</p> <p><b>Election Process for the Chair</b><br/>A Chair is appointed from within the Review Panel membership. Refer to <a href="#">Appendix 1</a> for further details on the election process.</p> |
| <p><b><i>Responsibilities<br/>of Review Panel<br/>members</i></b></p>                     | <p><b>Conduct</b><br/>All Review Panel members are required to:</p> <ol style="list-style-type: none"> <li>1. Attend Review Panel meetings and actively participate in discussions at these meetings.</li> <li>2. Read and consider agenda papers and minutes of meetings.</li> <li>3. Act with care and diligence and in the best interests of the <a href="#">AITERP</a> and RANZCR.</li> <li>4. Keep abreast of key issues, including bi-national &amp; international developments that may affect the work and areas of responsibility of the Review Panel.</li> <li>5. Dedicate time outside of Review Panel meetings to undertake activities on behalf of the Review Panel, such as drafting of documents, responding to emails, research, provision of advice and otherwise as required.</li> <li>6. Support the development of policies by the Faculty of Clinical Radiology.</li> </ol> <p><b>Conflict of Interest</b><br/>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.</p> <p><b>Disputes</b><br/>Disputes that cannot be satisfactorily resolved within the Panel will be referred to the Dean of the Faculty of Clinical Radiology via the Chief Executive Officer.</p> <p><b>Meeting attendance</b><br/>All members are to RSVP their attendance and (if necessary) send their apologies as early as possible prior to any meeting of the Review Panel. If</p>                                    |

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unable to attend Review Panel meetings, members are encouraged to provide the College secretariat with their comments on the meeting papers prior to the meeting.

**Confidentiality**

Review Panel members must keep matters relevant to individual members of the College or specific cases of patient care confidential. Review Panel 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 *Appendix 2*.

Agenda papers and minutes should be annotated with the appropriate level of confidentiality to assist members in application of confidentiality rules and 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 Review Panels in their work for the Review Panel and members must abide by the Code of Ethics.

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

**Cost of Operation**

This Review Panel shall have **two (2)** face-to-face meetings per year. Any face-to-face meetings in addition to this will require approval from the Faculty of Clinical Radiology Council, who may elect to consult with the RANZCR Board of Directors.

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

**Responsibilities of the Chair**

The Chair will provide oversight of the Review Panel and will be responsible for ensuring that the Review Panel 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 Review Panel for review and verification in a timely manner.

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## 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 of 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 now or at any time in the future: 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 this 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. It is a matter of releasing this information at a time when it is 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.



## Guidance for Membership of Faculty of Clinical Radiology Bodies

**Name:** Applied imaging Technology Examination Review Panel (AERP)

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  | <input type="checkbox"/>            |   |
| 2. Dean, Faculty of Clinical Radiology  | <input checked="" type="checkbox"/> | Ex-officio  |
| 3. An elected Faculty of Clinical Radiology Councillor  | <input type="checkbox"/>            |   |
| 4. Chief Censor, Clinical Radiology   | <input checked="" type="checkbox"/> | Ex-Officio Member (of Bodies that report to the Clinical Radiology Education and Training Committee)        |
| 5. A New Zealand Fellow   | <input type="checkbox"/>            |   |
| 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.   | <input type="checkbox"/>            |   |
| a. NSW <input type="checkbox"/> b. QLD <input type="checkbox"/> c. VIC <input type="checkbox"/> d. WA <input type="checkbox"/> e. SA <input type="checkbox"/> f. ACT <input type="checkbox"/> g. TAS <input type="checkbox"/> |                                     |   |
| 7. Regional and Rural   | <input type="checkbox"/>            |   |
| 8. Public Practice  | <input type="checkbox"/>            |   |
| 9. Private Practice   | <input type="checkbox"/>            |   |
| 10. A Fellow of the Faculty of Radiation Oncology   | <input type="checkbox"/>            |   |
| 11. Knowledge of the work of other Faculty of Clinical Radiology Committees<br><a href="#">Click here</a> for a list of all FCR Committees  | <input type="checkbox"/>            |   |
| 12. A Clinical Radiology Trainee  | <input type="checkbox"/>            |   |
| 13. A Consumer or other External member (with approval from the FCR Council)  | <input type="checkbox"/>            |   |
| 14. Other(s) – Please describe:<br>- Medical Physicists   | <input checked="" type="checkbox"/> | Non-Fellow medical physicists provide specialised subject knowledge and advice for examination development. |
| <i>To note: One member may have more than one of these skills or characteristics e.g. NSW and private or QLD and rural/regional.</i>  |                                     |   |