Portfolio:	Education	Ref. No.	EDA-EXA-040
Department:	Examinations		
Title:	Examiners Charter		

1. PURPOSE AND SCOPE

This Charter outlines the professional behaviour expected of an examiner and supplements the RACS Code of Conduct which outlines the professional behaviour expected of surgeons.

The charter applies to all RACS Examinations.

2. KEYWORDS

Faculty, professional behaviour, examinations, clinical examiner, fellowship examiner, code of conduct

3. BODY OF POLICY

All Examiners are expected to be familiar with this charter, promote its principles and adhere to them.

3.1. Examiners are expected to:

3.1.1.   Have no RACS level 2 or 3 sanctions (including ongoing restrictions);

3.1.2.   Adhere to Examination assessment principles and methodology.

3.1.3.   Acknowledge and respect the views of all examination attendees.

3.1.4.   Respect the professional boundaries between candidate and examiner and patient and examiner.

3.1.5.   Commit to and be actively engaged for the duration of each examination.

3.1.6.   Effectively and appropriately communicate with examination attendees.

3.1.7.   Be respectful and aware of the different beliefs, backgrounds, values and cultures of all examination attendees.

3.1.8.   Give honest, respectful, factual, objective and constructive written feedback on candidate performance.

3.2. Support for Clinical Examiners

The Clinical Examination Subcommittee provides support to faculty in a number of ways:

3.2.1.   A newly appointed Examiner must complete the Clinical Examiner Training course before examining for the first time.

3.2.2.   A member of the Clinical Examination Subcommittee (Exam Coordinator) may observe new Examiners and provide feedback.

3.2.3.   Clinical Examination Subcommittee members attend each examination as Coordinators to provide support to Examiners.

3.2.1.   Examiner performance is reviewed statistically at Clinical Examination Subcommittee meetings. Feedback on performance may be provided confidentially to individual examiners.

3.3. Support for Court of Examiners

3.3.1.   Following appointment, a new Examiner must attend the Examiner Training course.

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3.3.2. An Examiner who is reappointed to the Court must complete a refresher course in examination principles and techniques.

3.3.3. The Examiner's performance is monitored and evaluated by the Chair of the Court of Examiners and Senior Examiner at each Fellowship Examination.

3.4. Breach

3.4.1. An Examiner will be considered in breach if:

    a. They fail to meet the expectations as outlined in 3.1of this Charter

    b. Are assessed for unsatisfactory performance.

3.4.2. An Examiner in breach will be assessed for continued appointment which may result in further training, suspension or termination of membership.

3.4.3. Where a breach is identified during an examination the Examiner must be advised immediately by the Senior Examiner or Coordinator and the matter reported to the senior RACS staff member in attendance.

3.4.4. A serious breach will result in an investigation by RACS and the appropriate Court or Committee. All investigations are treated as confidential.

3.5. Definitions

3.5.1. **Faculty:** Clinical Examination faculty are defined as examiners.

3.5.2. **Examination attendees:** any person attending a Fellowship or Clinical Examination including in their capacity as candidates, coordinators, faculty, examiners, observers, volunteers (patients and marshalls), RACS and hospital staff.

4. ASSOCIATED DOCUMENTS

Policies:

EDA-EXA-016 Appointments to the Court of Examiners

EDA-EXA-039 Appointments to the Faculty of Clinical Examiners

Position Papers:

RACS Code of Conduct (2016)

Approver Education Board
Authoriser Council