

Division:	Education Development & Assessment	Ref. No.	EDA-EXA-015
Department:	Examinations		
Title:	Surgical Science and Clinical Examinations Committee Terms of Reference		

1. PURPOSE AND SCOPE

The SSE & CE Committee provides the governance framework for the development, conduct and administration of the Generic Surgical Science Examination (GSSE), Speciality Specific Surgical Science Examination (SSE) and Clinical Examinations (CE).

2. KEYWORDS

SET, Surgical Science, SSE, Clinical, CE, Examination, Committee, Terms of Reference

3. BODY OF POLICY

The SSE & CE Committee is comprised of surgeons representing the nine surgical specialties and scientists from the disciplines of anatomy, pathology and physiology.

3.1. Duties and Responsibilities

- 3.1.1. To develop policy and protocols in regards to the conduct and administration of the Examinations
- 3.1.2. To determine the pass standard for each administration of the Examinations
- 3.1.3. To review and discuss the results of individual candidates in defined circumstances which may include but is not limited to special circumstance, minimum standard rule, awarding of prizes.
- 3.1.4. To approve the results of each Examination for noting by the Board of Surgical Education and Training (BSET)
- 3.1.5. To review statistical data relating to the Examinations to ensure the quality standard and validity of the Examinations is maintained.
- 3.1.6. To undertake other activities pertaining to the Examinations as appropriate

3.2. Composition

- 3.2.1. The SSE & CE Committee will comprise 15 members including:
 - a. Chair
 - b. Nine (9) Speciality Representatives
 - c. The Chair of each of the following Surgical Science Subcommittees:
 - Anatomy
 - Physiology
 - Pathology
 - d. The Chair of the Clinical Subcommittee
 - e. Incoming Chair (in the final term of the current chair)
- 3.2.2. Where a specialty board nominated representative is unable to attend a meeting of the SSE & CE Committee, their nominee will have observer status only.
- 3.2.3. College staff in attendance
Secretariat: Examinations Department

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3.3. Appointment

- 3.3.1. The SSE&CE Chair is selected via an Expression of Interest (EOI), with appointment confirmed by the Education Board.
- 3.3.2. The Deputy Chair is elected by and from the membership.
- 3.3.3. The Surgical Science Examiners are nominated by their relevant Specialty Board and are members of that Board.
- 3.3.4. The Speciality Representative may concurrently hold the position of Chair Anatomy, Pathology, Physiology or Clinical Subcommittee.
- 3.3.5. The Chairs of Anatomy, Pathology, Physiology and Clinical Subcommittees are appointed according to the terms of reference of the relevant Subcommittee.

3.4. Tenure

- 3.4.1. The duration of terms of service is three years with possible reappointment to a maximum of nine (9) years.

3.5. Quorum

A quorum of the SSE&CE Committee is the majority of members

3.6. Accountability

The SSE & CE Committee is accountable to the Education Board and reports through the:

- 3.6.1. Board of Surgical Education and Training, and
- 3.6.2. Prevocational and Skills Education Committee in relation to pre-vocational candidates.

3.7. Frequency of Meetings

Three times, annually. Two meetings will be held in accordance with the number and timing of the Examinations

4. ASSOCIATED DOCUMENTS

Conduct of the SET Clinical Examination
 Conduct of the Generic Surgical Sciences Examination
 Conduct of the Cardiothoracic Surgical Sciences and Principles Examination (CSSP)
 Conduct of the Plastic and Reconstructive Surgical Science Principles Examination (PRSSP)
 Conduct of the Surgical Science Examination in Otolaryngology Head and Neck Surgery
 Conduct of the Surgical Science Examination in Urology
 Conduct of the Surgical Science Examination in Vascular Surgery
 Heslop Medal

Approver Education Board
Authoriser Council

Authorised By: **Executive General Manager, Education**

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