

National Examination Committee

Terms of Reference

1. Purpose

The Medical Radiation Practice Board of Australia (the Board) hereby establishes the National Examination Committee (the Committee) in accordance with clause 11 of schedule 4 of the Health Practitioner Regulation National Law Act (the National Law), as in force in each State and Territory.

The National Law imposes an obligation on the Board to ensure that only those health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.

The Committee is to develop, implement and oversee a national examination that assesses the minimum level of applied knowledge for competent and safe professional practice in each division of registration of medical radiation practice. The examination is to provide an efficient and effective benchmark for the assessment of professional skills, knowledge and ethics necessary for general registration and to ensure a consistent professional standard of medical radiation practice nationally.

2. Functions

The functions of the Committee are:

1. To collaborate with AHPRA for the development of policy and governance arrangements necessary to support the implementation of examinations and ensure effective risk management
2. To collaborate with AHPRA for the development of processes and procedures for the conduct of an examination
3. To develop and implement a change management plan and communications plan for all identified stakeholder in relation to the development and implementation of a national examination.
4. To make recommendations to the Board on the structure, format and content of an examination
5. To develop an examination curriculum. The design of the curriculum shall include the following considerations
 - a. The examination must be set at the level expected of an entry level practitioner
 - b. The examination must be suitable for, or customisable for, the following classes:
 - i. overseas qualified practitioners
 - ii. practitioner's returning to practice
 - iii. for any other matter where there is a need to establish the practitioner's skill and knowledge necessary for safe, competent and ethical practice
6. To establish processes and procedures for exam question development and create a significant bank of exam questions.
7. To ensure the exam question bank is sufficiently broad and effective to maintain a robust method of assessment.
8. Ensure the examination is an assessment of contemporary professional and ethical medical radiation practice and in line with the Board's capabilities statements for medical radiation practitioners
9. To review and revise the question bank for the purpose of improving the efficiency, and effectiveness of questions
10. To monitor the progress and implementation of the exam across Australia
11. To consider matters referred by the Board or its working parties or committees, and to provide advice on relevant matters
12. To assist, where requested by AHPRA, with the timely administration of examinations and to work with AHPRA on operational issues associated with the exam

13. To ensure that examination model developed is efficient, effective and accessible.

The Committee will collaborate with representatives of the New Zealand Medical Radiation Technologists Board (or their nominees) in the development of an examination

The Committee is to develop an examination so that the threshold knowledge requirements for general registration as a medical radiation practitioner in Australian and New Zealand are the same or substantially equivalent.

3. Duty to Act in the Public Interest

A member of the Committee is to act impartially and in the public interest in the exercise of their functions.

A member of the Committee is to put the public interest before the interests of particular education providers or any entity that represents education providers.

4. Conflicts of Interest

Members of the Committee are to comply with the conflict of interest requirements set out in clause 8 of schedule 4 of the National Law.

5. Membership

The Committee shall comprise of nine members with at least two members being current sitting members of the Medical Radiation Practice Board of Australia.

No more than two members may be from the Medical Radiation Practice Accreditation Committee

At least three members must be external to National Registration and Accreditation Scheme.

At least two members will be external to the medical radiation profession but must have experience in developing examinations or assessment of professional competencies.

All external members will be appointed by the Board through an Expression of Interest process, and will be required to sign confidentiality and conflict of interest agreements.

Committee members will include senior members of the medical radiation profession who must have experience and knowledge in the core competencies required for general registration in the profession, including experience in training, teaching, and assessment of professional competencies.

Not more than half of the Committee members will be employees or contractors of education providers registered on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS).

At the time of appointment, members must complete a Register of Interest and Deed of Confidentiality agreement.

Chair

The Committee Chair shall be appointed by the Board and will be a current member of the Board.

The role of the Chair of the Committee is:

1. To chair meetings
2. To develop agendas for Committee meetings
3. To ensure meeting minutes or action items are kept
4. To act as the spokesperson for the Committee to the Board
5. To be the primary point of contact with AHPRA staff on Committee work

For the purpose of clarity, no member of the Committee may speak publicly, publish or otherwise comment publicly, through any communication medium, without the written consent of the Board.

Examiner-in-Chief

The Committee will make recommendations to the Board for two members of the Committee to be appointed as Examiners-in-Chief.

An Examiner in Chief is responsible for:

1. ensuring that all questions developed meet the “exam question blueprint”
2. the approval of all questions included in the exam question bank
3. the approval of the format and content for each scheduled examination

Where an Examiner-in-Chief is unavailable to approve the format and content of a scheduled exam, the Chair of the Committee is authorized to approve an examination.

6. Quorum

A quorum shall be at least 5 members. If the Chair is absent, the remaining members will decide on an alternative Chair for the meeting. The alternative Chair must be a currently sitting member of the Board.

7. Appointment of Members and Term of Appointment

Members of the Committee shall be appointed for a term determined by the Board for up to three years and be eligible for reappointment.

The Board may remove a Committee member for any reason the Board considers appropriate.

It is not necessary to advertise a vacancy in the membership of the Committee before appointing a person to act in the office of a member.

8. Meetings and Procedures

Meetings will be scheduled by the Committee as required and be either face-to-face or held by other means such as teleconference or closed- circuit television in accordance with clause 16 to schedule 4 of the National Law.

A record of meeting will be made by Australian Health Practitioner Regulation Agency (AHPRA) staff and confirmed at the next Committee meeting.

9. Decision Making

While it is preferred that the Committee reaches decisions by consensus, if this is not possible, a decision supported by a majority of the votes cast at a meeting at which a quorum is present, is the decision.

In the event of an equality of votes, the Chair has a second or casting vote.

10. Support

Administrative support for the Committee and its functions will be provided by AHPRA.

11. Reporting and Communication Arrangements

The Committee will provide a regular update to the Board on its progress and activities.

12. Finances

The Committee will be funded by the Board. All Committee members will receive sitting fees on the same basis as national Board members. The Chair is entitled to receive the usual sitting fees for Committee Chairs.

The Committee must operate in an efficient and effective manner.

The Board has engaged AHPRA to source an examination provider. The costs of the examination provider are met by the Board.

14. Dispute resolution

The decision of the Board will be final in all matters.

15. Other

Duty of confidentiality

Members of the Committee are bound by the duty of the confidentiality under section 216 of the National Law.

Any matters relating to confidentiality, failure to disclose conflicts of interest or open or apprehended bias must be reported to the Board

In relation to a member's duty for confidentiality, disclosure of conflicts of interest or bias, for the purposes of membership to the Committee, the Board's decision will be final.

Protection from personal liability for persons exercising functions

Section 236 of the National Law, which provides protection from personal liability, will apply to a Committee member exercising functions under the National Law and acting in good faith. Section 236 provides that:

- (1) *A protected person is not personally liable for anything done or omitted to be done in good faith—*
 - a) *in the exercise of a function under this Law; or*
 - b) *in the reasonable belief that the act or omission was the exercise of a function under this Law.*
- (2) *Any liability resulting from an act or omission that would, but for subsection (1), attach to a protected person attaches instead to the National Agency.*

17. Review of these Arrangements

The Board may change the Terms of Reference any time.