



**RANZCO**

The Royal Australian  
and New Zealand  
College of Ophthalmologists

# Ophthalmic Sciences Examiners' and COPEM Assessors' Committee

## Terms of Reference

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*The terms of reference stipulate the requirements and processes the Ophthalmic Sciences Examiners Committee shall adhere to in order to accomplish its stated purpose.*

**Appointment under these Terms of Reference may only be accepted by completion and return of the *Appointment Acknowledgment and Agreement* sections on the final pages of this TOR and the Roles and Responsibilities document for the Ophthalmic Sciences Examiners' and COPEM Assessors' Committee.**

<b>Approved by:</b> Board <b>Version:</b> Current <b>Department:</b> Education	<b>Next review date:</b> November 2026 <b>Approval date:</b> November 2023 <b>Policy inventory number:</b> 04.2023.11 03
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## **1. TITLE**

Ophthalmic Sciences Examiners Committee.

## **2. MANDATE**

The Committee is a standing committee of the College, and reports to the Examinations and Assessments Committee.

## **3. PURPOSE**

The Ophthalmic Sciences Examiners Committee is a body of experts with current knowledge and skills covering the basic ophthalmic sciences and Clinical Ophthalmic Pharmacology and Emergency Medicine (COPEM) and is responsible for:

- Developing and implementing examinations which align to and cover all the curriculum areas mapped to the Ophthalmic Science Examinations in the VTP Assessment Blueprint;
- Developing and implementing learning modules and summative assessments for COPEM;
- Ensuring the standard of each sitting of an Ophthalmic Science Examination is the same by applying evidence based standard setting methodologies;
- Determining requirements for passing each sitting of the Ophthalmic Science Examinations or COPEM Assessments;
- Informing the Delivery and Development Committee of the need to initiate remediation for trainees who do not satisfactorily complete the Ophthalmic Science Examinations or COPEM Assessments;
- Identifying and implementing evidence-based improvements to the Ophthalmic Sciences Examinations and COPEM learning modules and Assessments;
- Engaging with RANZCO's monitoring and evaluation activities, reviewing findings of evaluation and monitoring reports and collaborating with other RANZCO committees and staff to address findings relevant to the Ophthalmic Science Examinations and COPEM learning modules and Assessments;
- Working collaboratively with other RANZCO committees and staff to develop and implement communication, implementation and training plans to support the introduction of changes to the Ophthalmic Science Examinations and COPEM learning modules and Assessments.

## **4. MEMBERSHIP AND APPOINTMENT**

The RANZCO Education Committee (REC) appoints Examiners to the Ophthalmic Sciences Examiners and COPEM Assessors Committee as and when required.

### **4.1 Eligibility Criteria**

An Ophthalmic Science Examiner or COPEM Assessor should meet the following criteria:

- Be a Fellow of RANZCO, or hold similar standing in a professional body akin to the RANZCO and be recognized by RANZCO;
- Be actively practicing ophthalmology;
- Be compliant with RANZCO's professional development program, or similar program and engaging in the active learning elements of the program;
- Demonstrate commitment to the education of trainees (for example, by experience in a training hospital, university department, clinical education of trainees, involvement in RANZCO education working groups or a network QEC).

#### **4.2 Committee Membership Reflects Diversity of Communities and RANZCO's Membership**

The committee must operate with an inclusive culture as outlined in RANZCO's Diversity and Inclusion Policy. The membership of the committee should reflect the diversity of the Australian and New Zealand communities and membership of RANZCO and must include members from the range of geographical locations where RANZCO members practice. There is no explicit requirement or criterion for proportional representation as this is a committee of experts.

#### **4.3 Appointment Process**

The Chair, Subject Leads, Examiners, Assessors, and Community Representative are appointed as per the RANZCO Ophthalmic Sciences Examiners and COPEM Assessors Committee Roles and Responsibilities document.

### **5. QUORUM**

Half the number of members (or as otherwise determined by the Board) must be present in person on tele/video conference for any determination to be made or business transacted by the Committee.

### **6. MEETINGS, MINUTES AND REPORTS**

The Committee will meet as required pursuant [to any factors] and at least once a year.

Only members have voting rights. The Chair will NOT have the deciding vote in a tied decision, so discussion must continue until a clear majority decision is reached. Committee decisions may be made out-of-session if majority support is reached. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

Secretariat support will be provided by the College.

All formal correspondence with other parties should be conducted through the College.

## **7. SCOPE**

The Committee may:

- Attend Committee meetings and actively participate in discussion;
- Make evidence based continual improvements to the Ophthalmic Science Examination and COPEM learning modules and Assessments;
- Inform and develop policies and guidelines;
- Establish sub-committees or working groups;
- Recommend projects for RANZCO to undertake; and/or,
- Review and recommend the amendment of strategic priorities, purpose and/or objectives of the Committee in alignment with RANZCO strategy.

The Committee may not:

- Make significant changes to the purpose, format or other aspects of the Ophthalmic Science Examinations and COPEM learning modules and Assessments without prior approval of the RANZCO Curriculum and Education Committees;
- Approve expenditure
- Initiate any medico-political action or communication orally or in writing any information on any such matter to any person or public authority

## **8. MEMBERSHIP EXAMINER ROLES AND RESPONSIBILITIES**

### **8.1 Examiner Roles and Responsibilities**

The Chair, Subject Leads, Examiners, Assessors, and Community Representative roles are outlined in the RANZCO Ophthalmic Sciences Examiners and COPEM Assessors Committee Roles and Responsibilities document.

### **8.2 General Roles and Responsibilities**

Committee members are expected to:

- Attend Committee meetings and actively participate in discussion;
- Read Agenda papers, briefing papers and Minutes of meetings;
- Maintain confidentiality on matters relevant to the role of the Committee and matters of importance that can affect the interests of RANZCO and/or the specialty of ophthalmology;
- Act with care and diligence and in the best interests of the Committee and RANZCO, including complying with all RANZCO policies;
- Keep abreast of key issues that may impact on the work and areas of responsibility of the Committee;
- Dedicate time outside of Committee meetings to undertake Committee-related activities, as required;

- Assist in the development of relationships with RANZCO partners and stakeholders.

The appointment of the Chair, a Subject Lead, Examiner or Assessor will cease if they:

- Resign from the Committee in writing;
- Breach confidentiality or the Privacy Policy;
- Act in a manner that is detrimental to the interests and objectives of the Committee or College;
- Are deemed by the Board to be consistently underperforming;
- Breach the Code of Conduct;
- Breach the Conflict of Interest Policy.

## **9. BOOK ALLOWANCE FOR OPHTHALMIC SCIENCES EXAMINERS**

### **9.1 Eligibility for Book Allowance**

An Examiner who is appointed to the Ophthalmic Sciences Examiners and COPEM Assessors Committee is eligible to receive a copy of the prescribed textbook or core reading applicable to the subject in which they are examining.

RANZCO may either provide each Examiner or Assessor with a copy of the relevant prescribed textbook (core reading), or a book allowance towards the purchase of the textbook.

### **9.2 Ownership of Reference Materials or Textbooks**

Textbooks or reference materials provided by RANZCO may be retained by the Examiner or Assessor, or can be donated to another Examiner or Assessor at the end of tenure.

## **10. PARTICIPATION IN INTERNATIONAL OPHTHALMOLOGY DEVELOPMENT**

Examiners may be asked to participate in/contribute towards RANZCO's international ophthalmology development activities.

The College seeks to foster, develop and promote educational and training opportunities and approaches to meet the eye care needs in the Asia Pacific region. Key activities include provision of examiners and examination support but also providing expertise in curriculum development, clinical guidelines development, training, continuing professional development and the creation of linkages between ophthalmologists, eye care organizations and training institutions.

RANZCO works in collaboration with various stakeholders and local in-country partners to ensure projects are sustainable and accessible to everyone, thereby

seeking to contribute to the alleviation of poverty, improving gender equality, creating education opportunities and empowering local communities.

All examiners participating in international ophthalmology development are expected to adhere to RANZCO's [Development Policies](#).

## **11. CONFLICT OF INTEREST**

Conflicts of interest arise when an individual prioritises, or gives equal weight to, a secondary interest over a primary interest. Where conflicts of interest exist, or are perceived to exist, they undermine the credibility, reputation and efforts of the College, its committees and its work. As such, all Committee members must strictly comply with the Conflict of Interest Policy while engaged in Committee activities. All Committee members must complete the declaration form in the Conflict of Interest Policy and all meetings must begin with the declaration of relevant interests and the management of any relevant conflict of interest in accordance with the Conflict of Interest Policy.

## **12. CODE OF CONDUCT**

RANZCO's Professional Code of Conduct (the Code) reflects RANZCO's values, the College Oath and prevailing community expectations concerning the practice of ophthalmology.

The Code has been adopted by the RANZCO Board to ensure the highest standards of ophthalmic practice and care by RANZCO members.

As a condition of RANZCO membership, all members must abide by the Code at all times, including when conducting activities as a member of the Ophthalmic Sciences Examiners Committee.

These Terms of Reference are RANZCO policy. To meet the Code's required Standard of Collegiality, members of the Committee must not engage in conduct that represents a serious breach of RANZCO policy. Alleged breaches of the Code shall be determined in accordance with the Professional Code of Conduct Policy.

## **13. INTELLECTUAL PROPERTY**

The RANZCO Intellectual Property Policy sets out RANZCO's position with respect to the management of its intellectual property. All Committee members agree to comply with the RANZCO Intellectual Property Policy.

All intellectual property created or developed by Committee members in connection with Committee activities, including intellectual property in any information, papers,

position statements, fact sheets, materials, data, specifications, drawings, designs, research and development results, discoveries, invention, know-how and trade secrets (whether patentable or otherwise) (the Work) will be owned by and is hereby assigned to RANZCO. Each Committee member agrees to do everything reasonably necessary to vest ownership of such intellectual property in RANZCO, including the execution of confirmation of assignment and other documents. Each Committee member agrees that it will not infringe the intellectual property of any other party when creating or developing the Work.

## **14. CONFIDENTIALITY AND PRIVACY**

All Ophthalmic Sciences Examiners Committee materials, documents, deliberations, discussions, case notes, file notes, minutes and communications, undertaken or prepared by Committee members in connection with Committee activities or disclosed to a Committee member in connection with those activities are strictly confidential (Confidential Information).

Confidential Information may only be used by a Committee member for and in connection with authorised Committee activities during the term of the appointment of the member and must not be disclosed by a Committee member to a non-Committee member without express Committee approval.

Where Confidential Information is to be disclosed to a non-member, such disclosure must be on agreed terms approved by the Chair and restricted to a specific purpose and specified duration.

All Confidential Information held by a Committee member must be securely destroyed or returned to the Committee upon conclusion of the appointment.

The RANZCO Privacy Policy sets out RANZCO's position with respect to the management of personal information. All Committee members agree to comply with the RANZCO Privacy Policy.

## **15. UNAUTHORISED COMMUNICATION**

Communicating about Committee matters to those outside the Committee without the express endorsement or permission of the CEO or Board is referred to as unauthorised communication. Committee members must be cognisant of their implied authority to 'speak' on behalf of the Committee or RANZCO when communicating to non-Committee members about issues pertaining to the Committee. This is because unauthorised communication may damage the reputation of RANZCO and give rise to liability on the part of the College.

When communication is necessary with stakeholders other than those normally engaged in the course of Committee activities, i.e. relevant government departments, other colleges, key stakeholder groups, the Chair of the Committee must seek approval from RANZCO's CEO before undertaking communication.

Under no circumstances shall the Committee or any of its members conduct any unauthorised communication (written or oral) concerning any proposed or current legal action or political lobbying.

All media communications (print, electronic, radio, television etc) must be coordinated by the RANZCO Manager of Communications.

Where a Committee member makes representations to the media in their personal capacity, the Committee member must take all reasonable steps to ensure that the representations are not attributed to or taken to be endorsed by RANZCO.

## **16. DIVERSITY AND INCLUSION**

Committee members shall be appointed having consideration to the aims and intent of the RANZCO Diversity and Inclusion Policy and RANZCO's commitment to achieving a goal of 35% female representation on all committees and leadership bodies. Individual Committee members shall have regard to the aims and intent of the RANZCO Diversity and Inclusion Policy and adopt an inclusive approach to all Ophthalmic Sciences Examinations Committee and RANZCO-wide activities.

## **17. COMMITTEE PERFORMANCE AND REVIEW**

A report of the key objectives and achievements of the Committee for the previous financial year is to be provided by the Chair to the Board by 30 June each year for potential inclusion in the College's Annual Report. A plan for the year ahead noting key objectives is to be provided at the same time.

The Committee Chair shall also report to the Board by 30 June each year on the adequacy of contributions made by members. The template reporting form is at **Attachment A**.

The Terms of Reference shall be reviewed every three years or as otherwise directed by the Board.

## **18. SUPPORTING DOCUMENTS**

RANZCO Conflict of Interest Policy  
RANZCO Privacy Policy  
RANZCO Trainee Progression Policy



RANZCO Examination Policy  
RANZCO Intellectual Property Policy  
RANZCO Professional Code of Conduct

**Appointment Acknowledgement and Agreement for Ophthalmic Sciences Examiners Committee**

To confirm your appointment under these Terms of Reference, please specify your full name, sign and date where indicated below and return.

I, the undersigned, agree and state upon acceptance of the appointment that:

- I will comply with these Terms of Reference (as amended or replaced);
- Compliance with these Terms of Reference is a condition of my ongoing appointment;
- I am not subject to any perceived or real conflict of interest with the activities of the Ophthalmic Sciences Examiners Committee at the date of appointment; and
- A breach of these Terms of Reference may constitute a serious breach of College Policy under the Code of Conduct.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A: Annual Committee Reporting Form

Committee Title: \_\_\_\_\_

Chair: \_\_\_\_\_ Year: \_\_\_\_\_

1. Key objectives at year start:
2. Key achievements at year end:
3. Have members' contributions been adequate? List key contributions by members.
4. Further comments (e.g. underperformance by members):
5. Plan for the new year, noting key objectives:

Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_