



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Ophthalmic Basic Competencies and Knowledge (OBCK) Examiners' Committee Roles and Responsibilities

Appointment to the Ophthalmic Basic Competencies and Knowledge (OBCK) Examiners' Committee may only be accepted by completion and return of the *Appointment Acknowledgment and Agreement* sections on the final pages of the TOR and the Roles and Responsibilities document for this committee.

Approved by: Board

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Department: Education

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1. OBCK EXAMINERS COMMITTEE ROLES AND RESPONSIBILITIES

1.1 Chair of the OBCK Examiners Committee

The Chair of the OBCK Examiners Committee is overseen by, and responsible to, the Examinations and Assessments Committee for:

- Overseeing the College's program of OBCK examinations from the planning and development of each sitting, through to finalization of the results and provision of feedback to candidates;
- Ensuring that the OBCK examinations follow best practices for design and implementation including blueprinting, standard setting, validity, reliability, fairness and trainee feedback;
- Providing advice and leadership to the OBCK Examiners;
- Working collaboratively with RANZCO staff to plan and implement OBCK examinations;
- Allocating Examiners to set and mark each examination;
- Coordinating the development of each examination with reference to the curriculum areas mapped to it in the VTP Assessment Blueprint;
- Ensuring that each examination question has a suitable model answer, an outline of what is required to pass and a clear marking scheme;
- Providing feedback to the Chair of the Delivery and Development Committee and/or Progression Committee for any relevant candidates, according to assessment and examination policies, the Progression Policy and Trainee Support Policy;
- Coordinating the annual OBCK Examiners' Committee meetings;
- Approving the annual OBCK examination timetable;
- Supporting examiner training and facilitating reviews of the VTP in collaboration with RANZCO committees, office holders, staff and external providers;
- 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 OBCK examination;
- Reviewing applications to become OBCK Examiners and recommending suitable applicants to the Assessments and Examinations Committee for endorsement;
- Reporting to the Examinations and Assessments Committee on all matters relating to the OBCK.

1.2 OBCK Examiner-in-Charge

An OBCK Examiner-in-Charge is responsible to the Chair of the OBCK Examiners Committee, and has the following responsibilities:

- Each OBCK examiner is expected to fulfil the role of being the Examiner in Charge (EIC) at least once during their tenure as an OBCK examiner.

- Guiding College education staff in the planning and logistics for the exam – including the allocation of a suitable venue, with a room for examiners to meet, as well as a marshalling room near the exam for the candidates;
- Coordinating the appointment of Registrar(s) of the Court of Examiners in an OBCK exam;
- Working with the Registrar(s) of the Court of Examiners to select and collect suitable patients to cover all OBCK curriculum areas to be assessed
- Ensure the Registrar of the Court has confirmed patient attendance one week before the exam;
- Assisting the Registrar(s) of the Court of Examiners in preparing initial draft questions that may be modified on the day of the exam, using the OBCK question templates and the curriculum standards, and submitting these to the College education staff by the date advised by the College exam coordinator;
- Ensuring exam security so that candidates do not have access to patients involved in the exam;
- Guiding the Registrar(s) of the Court of Examiners in the preparation of a PowerPoint presentation to outline the case history for each patient attending the exam, to be presented at the pre-exam meeting of the Court of Examiners;
- Working with the Registrar(s) of the Court of Examiners to ensure the appointment of exam assistants and nursing staff for the exam;
- Sourcing and allocating OBCK Examiners to observe and mark each station;
- Overseeing the development of appropriate final exam questions and performance criteria on the day of the exam;
- Arranging the layout of the examination with the Registrar(s) of the Court of Examiners and the College education staff;
- Working with the Registrar(s) of the Court and College education staff to set up clinic rooms for the exam, ensuring that the required equipment is available;
- Signing off on results and feedback forms, prior to final sign-off by the Chair of the Board of OBCK Examiners;
- Drafting an OBCK Examiners' report after the exam.

1.3 OBCK Examiners

OBCK Examiners are responsible to the OBCK Examiner-in-Charge, and are required to:

- Examine at least one OBCK examination per year;
- Review all information sent by RANZCO regarding the organisation and implementation of the OBCK exam;
- If possible, assist the Registrar(s) of the Court and the OBCK Examiner-in-Charge with the recruitment of appropriate patients for the exam;
- Attend the OBCK Examiners' meeting on the morning of the exam;
- Examine patients and confirm questions and performance criteria, adhering to the OBCK curriculum standards and the approach agreed at the Examiners' meeting;

- Independently grade the candidates' performance in the exam using the model answers and marking scheme;
- Give individual grades to the College education staff;
- Contribute to the discussion of collated results for all candidates;
- Maintain strict confidentiality regarding the proceedings of the exam;
- For each allocated station, write individual feedback for each candidate who failed the station, as well as cohort feedback on the common issues relating to the station;
- Participate in OBCK Examiner meetings and curriculum reviews as required.

1.4 OBCK Registrar of the Court

An OBCK Registrar of the Court is required to:

- Assist the Examiner-in-Charge and the College education staff to plan an OBCK exam according to the recommended timeline;
- Recruit enough suitable patients to cover all the curriculum areas to be assessed, with back-up patients in case of cancellations;
- Prepare a PowerPoint presentation for the OBCK Examiner's meeting – outlining the case history and relevant clinical findings for each patient attending the exam;
- Take photos of the conditions of all recruited patients to include in the PowerPoint presentation;
- Work with the Examiner-in-Charge to prepare initial draft questions that may be modified on the day of the exam, using the OBCK question templates and the curriculum standards;
- Confirm patients' attendance one week before the exam;
- Arrange the layout of the examination with the Examiner-in-Charge and the College education staff;
- Ensure that suitable equipment is available for the exam, including spare binocular indirect ophthalmoscopes, fundus lenses, retinoscopes, etc.;
- Recruit and appoint exam assistants and nursing staff for the exam (approximately five helpers are typically required – such as medical students, residents, orthoptists);
- Arrange a marshalling area / room near the exam for the candidates, as well as a suitable venue for the examiners to meet;
- Arrange and host/coordinate the orientation session for candidates on the morning of the exam;
- Ensure exam security so that candidates do not have access to patients involved in the exam.

1.5 OBCK Exam Assistants

OBCK exam assistants are mainly responsible for:

- Patrolling a particular exam area allocated to them;
- Paying attention to the ringing of the bell in between stations, and then moving exam candidates from one station to the next at the appropriate time;

- Ensure there is no communication between candidates during an exam;
- Collecting clip boards, exam sheets and evaluation forms at the end of the exam.

1.6 The President

The President, or a delegated Director/s, are ex-officio on the OBCK Examiners Committee.

1.7 Community Representative

The community representative, who should hold appropriate education qualifications and experience, is appointed to support the committee and give advice from a broader educational perspective and community perspective.

2. APPOINTMENT PROCESS

2.1 Chair of the OBCK Examiners Committee Selection Process

Current OBCK Examiners and those who have retired from the committee within the last five years are invited to express their interest in appointment as the Chair of the OBCK Examiners Committee.

Applications are reviewed by the outgoing Chair. If there is more than one application, the Chair will be elected by a simple majority vote of the members of the OBCK Examiners Committee.

The proposed appointment is endorsed by the Examinations and Assessments Committee and conveyed to the RANZCO Education Committee (REC). The appointment is approved by the RANZCO Board of Directors.

Once a proposed appointee has been approved by the Board, he/she is sent a formal letter of appointment, including an outline of the Chair's roles and responsibilities.

2.2 Examiner Appointment Process

Fellows are invited to express their interest in joining the committee by submitting a copy of their curriculum vitae and providing other relevant information (such as their subspecialty or area of interest, hospital appointments, their involvement in education and training).

Applications are reviewed by the Chair of the OBCK Examiners Committee then eligible applications are sent to the Examinations and Assessments Committee for review and endorsement of applicants. The proposed appointment is endorsed by the Examinations and Assessments Committee and conveyed to the RANZCO Education Committee (REC). The appointment is approved by the RANZCO Board of Directors.

Once a proposed appointee has been approved by the Board, he/she is sent a formal letter of appointment, including an outline of an Examiner's roles and responsibilities.

Appointment under these Terms of Reference may only be accepted by completion and return of the Appointment Acknowledgment and Agreement section on the final page of this Roles and Responsibilities document.

From time to time an Examiner may be appointed on an ad hoc basis for a specific exam sitting to address areas of interest and/or logistical considerations. The Chair of the OBCK Examiners Committee reserves the right to appoint Fellows on an ad-hoc basis as stated under the eligibility criteria (section 4.1 of the Ophthalmic Basic Competencies and Knowledge (OBCK) Examiners' Committee Terms of Reference).

3. TERM OF APPOINTMENT

An Examiner's initial term of appointment is three (3) years, following which re-appointment will be on an annual basis. OBCK Examiners are appointed for a maximum term of nine (9) years.

The Examinations and Assessment Committee may decide not to re-appoint an Examiner who has not fulfilled his or her responsibilities.

Any ad-hoc appointment would be endorsed by the Examinations and Assessment Committee, and approved by the Censor-in-Chief, and only be in situ for a single exam sitting.

4. ACKNOWLEDGEMENT AND ACCEPTANCE

To confirm your appointment under this Roles and Responsibilities document, 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 this Roles and Responsibilities document (as amended or replaced);
- Compliance with this Roles and Responsibilities document 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 Basic Competencies and Knowledge (OBCK) Examiners' Committee at the date of appointment; and
- A breach of this Roles and Responsibilities document may constitute a serious breach of College Policy under the Code of Conduct.

Print name: _____

Signature: _____

Date: _____