



RANZCO

The Royal Australian
and New Zealand
College of Ophthalmologists

Ophthalmic Basic Competencies and Knowledge (OBCK) Examiners' Committee

Terms of Reference

The terms of reference stipulate the requirements and processes the Ophthalmic Basic Competencies and Knowledge 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 Basic Competencies and Knowledge (OBCK) Examiners' Committee.

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1. TITLE

Ophthalmic Basic Competencies and Knowledge (OBCK) Examiners Committee.

2. MANDATE

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

3. PURPOSE

The OBCK Examiners Committee is a body of experts with current knowledge and skills covering the basic ophthalmic sciences, as well as general medical and surgical ophthalmology and is responsible for:

- Developing and implementing examinations which align to and cover all the curriculum areas mapped to the OBCK examination in the VTP Assessment Blueprint;
- Ensuring the standard of each sitting of the examination is the same by applying evidence based standard setting methodologies;
- Determining requirements for passing each sitting of the examination;
- Informing the Delivery and Development Committee of the need to initiate remediation for trainees who do not satisfactorily complete the examination;
- Identifying and implementing evidence-based improvements to the examination;
- 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 examination;
- Working collaboratively with other RANZCO committees and staff to develop and implement implementation, communication and training plans to support the introduction of changes to the examination.

4. MEMBERSHIP AND APPOINTMENT OF EXAMINERS

The RANZCO Education Committee (REC) appoint OBCK Examiners as and when required.

4.1 Eligibility Criteria

OBCK Examiners Committee should meet the following criteria:

- Completed four (4) years as a Fellow of RANZCO, or hold similar standing in a professional body akin to RANZCO and 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, OBCK Examiners, 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 or 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; ideally face to face the day before the examination is held.

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.

Secretariat support will be provided by the College. The minutes of each committee meeting shall be monitored and maintained by the appropriate College department as a complete record as required under the provisions of the Archives Act 1983.

By agreement of the Committee, out-of-session decisions shall be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Committee meeting.

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

7. SCOPE

The Committee may:

- Make evidence based continual improvements to the examination;
- 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 examination 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 ROLES AND RESPONSIBILITIES OF THE OBCK EXAMINERS COMMITTEE

8.1 Roles and Responsibilities of the OBCK Examiners Committee

The Chair, OBCK Examiner in Charge, OBCK Registrar of the Court, OBCK Exam Assistants, and Community Representative roles are outlined in the RANZCO OOBCK Examiners 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.

All Committee members' appointment shall 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. 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](#).

10. 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.

11. 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 Basic Competencies and Knowledge 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.

12. 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.

13. CONFIDENTIALITY AND PRIVACY

All 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.

14. 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.

15. 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 committee and RANZCO-wide activities.

16. 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.

17. 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 Basic Competencies and Knowledge (OBCK) 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 Basic Competencies and Knowledge (OBCK) 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: _____