

# POSITION DESCRIPTION



## Position Title: College Censor, member of the Board of Censors (BOC)

### Introduction

The Royal Australasian College of Medical Administrators (RACMA) is a Specialist Medical College that provides education and training programs to medical practitioners as Health Services Managers.

The College Office is located in Melbourne at: 1/20 Cato Street Hawthorn East Victoria 3123 Australia

### 1. Role Overview

The Censor's role is to provide summative assessment and formative feedback to Candidates in the Fellowship Training Program, to ensure they meet the assessment standards set out in the RACMA Medical Leadership and Management Curriculum and Assessment Framework. Censors will engage in formative and summative assessment activities including the RACMA Oral Examination. Members of the Board of Censors are appointed by the RACMA Board following application, assessment, and selection process, on the recommendation of the Censor-in-Chief to the Board of Censors and following BOC approval, to the Education and Training Committee and RACMA Board for final approval.

### 2. Primary Objective

Censors will provide assessment, evaluation, and advice to the Censor in Chief and the BOC on the performance of Candidates in the RACMA Fellowship Training Program.

The key roles of a Censor are to:

- Assess summative activities in the Fellowship Training Program and provide appropriate and documented feedback as required
  - Assess formative feedback on assessment tasks and provide constructive feedback to Candidates
  - Contribute to the development and improvement of the quality of the education and assessment processes in the Fellowship Training Program
  - Provide advice to the Censor in Chief on the conduct and modality of assessments of competency in the Fellowship Training Program.
  - Assist the Censor in Chief (and other stakeholders as required) in the development of integrated assessment and standard settings to optimise examination rigour and quality, and the assessment of medical management practice in the Fellowship Training Program.
  - Provide case scenarios and rubrics to support the development of questions for Examinations.
  - Contribute to the quality assurance process of exam question development and curriculum based themes in the exam case scenarios for the Oral Exams
  - Undertake as required peer review activities and professional development for censors to enhance examination performance and technique, and self-reflection to ensure contemporary assessment approach and methodology is adopted in relation to assessment of exam performance by Candidates.
  - Members of BOC will be involved in the process of reconsideration, review and appeals against the College Officers and in the process of considering applications for Special Consideration, in accordance with the College Policies.
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### 3. Key Relationships

#### a) Within the College Education and Training Portfolio

- **i. Censor in Chief**  
Liaise with and report to the Censor in Chief on assessment related matters, participate in BOC meetings and undertake any allocated assessment responsibilities, such as membership on Panels, Research Assessment or other, as required by the College and Censor in Chief. The Censor in Chief will identify and manage risk associated with processes.
- **ii. Board of Censors**  
Censors will be members of the Board of Censors, as approved by the RACMA Board and participate in the implementation and oversight of the assessment framework in line with the RACMA Curriculum for training of specialist medical leaders and medical administrators.

The BOC will assist the Chair/Censor in Chief to oversee the monitoring and governance processes of assessment, training of Censors, and standardisation and consistency.

- **iii. Other Censors**  
Liaise and collaborate with other Censors to develop and implement assessment related policies and contribute to the moderation of exams process in line with the BOC business rules, relevant regulations and assessment reviews undertaken under the leadership of the Censor in Chief.

#### b) External to the College

- i) Monitor the external environment and contribute via the Board of Censors to ensure a contemporary approach to competencies and system knowledge as required for the speciality of medical administration within the Australasian setting.
- ii) Maintain professional competence as an assessor through professional reading and study in assessment and attendance at Censor workshops.

### 4. Censor Role in the Assessment Program

*Members of Board of Censors will assess Candidates in the Fellowship Training Program, and contribute to the overview of the assessment program of the College and assist the Censor in Chief with the maintenance, improvement and design of assessment processes and standards in medical management education by:*

- Monitoring Candidates' formative and summative evaluations to ensure that the objectives and policies for the Fellowship Training Program are achieved in a systematic way to enable the maintenance of standards.
  - Providing advice to the Censor in Chief about the selection, development and assessment of appropriate workplace training experiences, and other College based training requirements that will contribute appropriately to attainment of the medical management
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competencies leading to the award of Fellow of The Royal Australasian College of Medical Administrators.

- Contributing to the annual audits of Candidates' performance in the Oral Examinations, oral presentation, case study and other College summative and formative assessments to ensure that College assessment requirements and standards are being met.
- Contributing to the reviews of the College assessment methods to ensure validity and relevance for RACMA Candidates.

## **5. Assessment of Candidates written work**

Recommend to the appropriate Preceptor, the Censor in Chief and/or Jurisdictional Coordinator of Training whether a particular Candidate's presented work meets the standards required for Fellowship.

## **6. Candidate feedback**

Provide feedback to Candidates on exam or written task performance/presentation and participate in the post-exam feedback sessions as required to provide advice on content and quality of the exam performance and their assessment

## **7. Career guidance**

Discuss with the Censor in Chief and if agreed the appropriate Jurisdictional Coordinator of Training any concerns about the suitability of the Candidate for a career in medical management.

## **8. Evaluation of Candidate Progress**

### **a. Oral Examination**

Provide advice where possible to the Censor in Chief and/or Jurisdictional Coordinator of Training around Candidates' readiness for RACMA Fellowship through assessment of and reporting on the Candidates' competency of written work and their performance at the College Trial and/or Oral Examination/

### **b. College Trial Oral Examination and Case Study Oral Presentation.**

- Participate in the College Trial Examinations, assess case scenarios at the Trials and provide formative feedback to Candidates on their performance at the Trials.
- Engage in the assessment of Oral presentations – research or management based.
- Provide feedback to the Censor in Chief, and if requested, to the Candidates on their assessment.

### **c. Application of competency standards**

Liaise with the Board of Censors and/or the Censor in Chief to discuss policy development on competency standards, assessment and provide advice to the Censor in Chief and/or the Education and Training Committee as required.

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## 9. Broader College advice on the maintenance of professional standards

Members of the Board of Censors will represent the College in appropriate forums relating to the development and maintenance of assessment standards in the speciality of medical administration. Censors must attend two (2) meetings of the BOC, of which at least one must be Face to Face.

## 10. Selection Criteria/Requirements

Censors will ordinarily be Fellows of at least three years good standing with the College with demonstrated active medical management practice skills and assessment experience in medical education. Applications will be considered by the Censor-in-Chief.

Fellows wishing to become RACMA Censors will demonstrate a breadth of experience / exposure in the following areas. Censors will demonstrate:

- Familiarity with the themes and content of the RACMA Medical Leadership and Management Curriculum;
- Highly developed interpersonal and communication skills which relate to examination processes; • current experience/knowledge in medical management in a variety of roles in government, public health systems, private hospitals and non-hospital settings;
- Understanding of metropolitan, rural, and regional matters in health management environments; and
- Understanding of health issues and health care for, with and by First Nations/indigenous peoples.

Associate Fellows of RACMA who have been appointed as Censors in the category of RTD Assessors may be invited to attend BOC meetings as Observers but will have no voting rights. Censors who are Associate Fellows will demonstrate:

- High level of familiarity with the RACMA Curriculum;.
- Highly developed interpersonal and communication skills; and;
- Relevant experience in assessment in special areas (e.g. research)

## 11. Financial Authority Limits

Generally held by the Censor in Chief and as determined by the Board from time to time.

## 12. Location Within Organisational Structure

The Board of Censors reports to the Censor in Chief and makes recommendations to the Education and Training Committee (ETC)The Board of Censors is a RACMA Board Committee under the College constitution and is a sub-committee of the ETC.

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## 13. Tenure and Method of Appointment

- Fellows will formally apply to join the Board of Censors, through open advertisements, usually via an EIO disseminated by the College Office;
- Terms will be of three years, renewed by application; and;
- Censors may serve 3 terms of 3 years each with any further extensions agreed by the RACMA Board upon recommendation from the Board of Censors via the Censor in Chief. Should the Censors wish to take a break of 12 months, they may again apply to the BOC membership again. Extension of terms beyond 9-year period will be, upon a request from the Censor, at the discretion of the Censor-in-Chief following assessment of contribution and CPD currency.

## 14. Code of Conduct

- Censors must complete Censor induction and training as required by the College and comply with the continuing training requirements;
- Censors must take part in training and assessment workshops for Professional Development – whether upon the College’s initiative or external CPD activities;
- Censors must commit the following assessment activities on annual basis:
  - Attending either or both Annual College Trial and Oral Examinations
  - Assess a written assessment task and provide relevant assessment and feedback to Candidate
  - If a member of an RPLE/SIMG or Research Training Assessment Panels, attend at least one assessment event/activity relevant to the assessment and panel membership.
- Censors are expected to act at all times ethically, responsibly and in the best interests of RACMA and adhere to the RACMA Officer’ Code of Conduct;
- Censors must participate in appropriate CEP and professional development, as evident in the RACMA CEP compliance;
- Censors will be subject to peer review of performance and activity.

## 15. Performance

The Censor in Chief will annually review and report on the performance of Censors and if required escalate any performance related issues to the Education and Training Committee.

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Last reviewed and approved: March 2016  
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Approved: June 2015  
Next Review date: March 2017  
Reviewed May 2018; Jan 2019  
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