

Appointment and Training of Censors Policy

1. Purpose

The purpose of this policy is to outline RACMA (the College)'s eligibility criteria and process for the appointment of Censors as well as ongoing requirements in terms of training and conduct.

2. Scope

This policy applies to all Censors, the Committee of Censors and members of the College wishing to become Censors.

3. Policy Statement

3.1 Eligibility

3.1.1 Censors and people applying to become Censors must:

- a) be members in good standing with the College
- b) hold a current medical practitioner registration (practising or non-practising) with Ahpra or the NZ Medical Council.
- c) in most cases, be RACMA Fellows of at least three years standing. Exceptions may be granted by the Censor in Chief on application.
- d) for assessments of Critical Appraisal¹ and assessments in the Research Training Domain² only, be a RACMA Fellow or Associate Fellow.

3.1.2 Any Censor whose membership of the College ceases immediately ceases to be a Censor.

3.2 Selection criteria

3.2.1 Applicants wishing to become Censors will demonstrate a breadth of experience / exposure in the following areas:

- a) involvement in active medical management or suitable alternative or be less than 5 years post-retirement from such roles with demonstrated relevant activities
- b) current experience/knowledge in medical management in a variety of roles in government, public health systems, private hospitals and/or non-hospital settings
- c) understanding of metropolitan, rural and regional matters in health management environments
- d) understanding of health issues and health care for, with and by First Nations/Indigenous peoples

¹ For Candidates who commenced the Fellowship Training Program from 2025

² For Candidates who commenced the Fellowship Training Program prior to 2025

- e) familiarity with the themes and content of the RACMA Fellowship Training Program Curriculum Learning Outcomes, and
- f) relevant experience in censor activities (e.g. in other colleges) is desirable (see Censor and Principal Censor Position Description).

3.2.2 Applicants wishing to become Censors will have highly developed:

- a) interpersonal and communication skills relating to examination processes
- b) analytical and assessment skills for written and presented work, and
- c) negotiation skills in a collegiate environment.

3.3 Recruitment, selection and appointment process

3.3.1 The College office will issue an Expression of Interest opportunity to members.

3.3.2 The College office will check that all applicants meet the eligibility criteria. The office will present a qualified list to the Committee of Censors for consideration.

3.3.3 The Committee of Censors will consider applications and select the applicant(s) to recommend to the Education and Training Committee for appointment.

- a) The Censor in Chief may invite applicants to be interviewed by the Censor in Chief or the Committee of Censors (in full or selected members) prior to the Committee of Censors selecting the applicant to recommend for appointment.
- b) Consideration will be given to diversity, equity and inclusion principles.
- c) The Committee of Censors may decide that no applicant is suitable for appointment. Where an Expression of Interest is not accepted, the unsuccessful applicant will be given an opportunity to be debriefed by the Censor in Chief or a member of the Committee of Censors.

3.3.4 Refer to the Censor and Principal Censor Position Description for re-appointment of existing Censors.

3.4 Induction

3.4.1 All newly appointed Censors will be expected to undertake the following induction steps:

- a) Attend an initial induction and discussion with the Censor in Chief regarding expectations and responsibilities of the Censor.
- b) Undertake education/training as required by the College.

3.5 Approval to undertake specific assessment activities

3.5.1 The Committee of Censors is the entity delegated to approve Censors to undertake specific assessment activities in the Delegations Schedule.

Oral Examination

3.5.2 New Censors will complete a preparation period that provides practical experience before being approved as Oral Examination examiners.

3.5.3 New Censors wishing to become examining Censors for the Oral Examination are required to:

- participate as a Censor in a jurisdictional or practice examination, paired with a current Censor, and
- observe at least two stations at an Oral Examination.

3.5.4 Upon satisfactory completion of 3.5.2, the Censor in Chief will make a recommendation to the Committee of Censors to approve the Censor to be an examining Censor at Oral Examinations.

Critical Appraisal/ Research Training Domain (RTD)

3.5.5 Censors will need specific expertise and background in the Research Health Services Evaluation to be approved for this assessment activity.

3.5.6 Censors will be paired with a senior Censor approved for this assessment activity.

3.5.7 When the Principal Censor for Critical Appraisal/ RTD considers a Censor is no longer required to be paired with a senior Censor, the Principal Censor will recommend the Committee of Censors approve the Censor to undertake Critical Appraisal/RTD assessment activities.

Recognition of Prior Learning and Experience (RPLE)

3.5.8 Censors in this activity will demonstrate understanding of the Fellowship Training Program and the requirements for progression in the program.

3.5.9 Censors will be paired with a senior Censor in this assessment activity.

3.5.10 When the Principal Censor for RPLE considers a Censor is no longer required to be paired with a senior Censor, the Principal Censor will recommend the Committee of Censors approve the Censor to undertake RPLE assessment activities.

Specialist comparability assessment from Specialist International Medical Graduates (SIMG)

3.5.11 Censors in this activity will demonstrate understanding of the Fellowship Training Program and the requirements for progression in the program.

3.5.12 Censors will be paired with a senior Censor in this assessment activity.

3.5.13 When the Principal Censor for SIMG considers a Censor is no longer required to be paired with a senior Censor, the Principal Censor will recommend the Committee of Censors approve the Censor to undertake SIMG assessment activities.

3.6 Ongoing requirements

Continuing Professional Development (CPD)

3.6.1 Censors must participate in appropriate professional development to continue to meet the assessment standards of the College. This may include specific education/training sessions, forums and workshops. Some may be online, and some may be in person.

3.6.2 Censors wishing to be engaged in, or already approved for, specific assessment activities should endeavour to complete professional development relating to that area.

3.6.3 Censors may be required to attend meetings or contribute to discussions or consultations by the relevant Principal Censor or the Censor in Chief.

Review of performance and activity

3.6.4 Censors are expected to actively engage in Censor activities:

- Participate in the specified assessment activities they are approved for or seeking approval for at least twice during their appointment period (three years)
- Participate in professional development activities for Censors, and
- Participate in College assessment program reviews.

3.6.5 Censors will be subject to peer review of performance and activity.

- Peer review of Censor activities will be conducted regularly so the College can have confidence in the quality, consistency and fairness of assessments under the Committee of Censors' responsibility

Conduct

3.6.6 Censors are expected to demonstrate professional, respectful and ethical behaviour at all times while carrying out their responsibilities as Censors, in their relationship with each other, with College staff and with Candidates and applicants.

3.6.7 Censors must comply with the Code of Conduct and conduct themselves in a manner that reflects the College values.

3.6.8 Censors have a duty to:

- discharge their responsibilities with care and diligence
- act in good faith in the best interests of the College and its members
- not misuse their position as a Censor
- not misuse information that they gain in their role as a Censor, and
- disclose any actual, potential or perceived conflicts of interest.

Compliance

3.6.9 Censors are expected to know about and adhere to relevant policies, including the confidentiality policy, conflict of interest policy and any policies relating to assessment activities.

3.6.10 Censors are expected to know about and adhere to relevant standards and processes, including assessment standards and marking guidelines.

3.6.11 Censors must not, except in accordance with the Delegations Policy or with the prior written authorisation of the Board or the Chief Executive:

- make representations, submissions or undertakings that purport to be on behalf of the College, or take any action that purports to bind the College to perform any obligation, or
- enter into contracts or agreements, or otherwise incur expenses or liabilities, on behalf of the College.

3.7 Censor activities

3.7.1 The Censor in Chief, relevant Principal Censor and/or the College Office will convene Censors as required to conduct Censor activities.

- Only Censors approved to undertake the specific activity will be considered
- Censors may decide not to take part in the activity
- Conflict of interest, skills, experience and attributes (e.g. jurisdiction) will be considered in selecting Censors to participate in the activity.

3.7.2 Refer to the Conduct of Oral Examination policy, the Recognition of Prior Learning and Experience policy and the Assessing International Medical Graduates seeking specialist recognition and RACMA Fellowship policy for details.

4. Related documents

- Censor and Principal Censor Position Description
- Committee of Censors Terms of Reference
- Code of Conduct
- Conflict of Interest Policy
- Confidentiality Policy
- Delegations Policy and Delegations Schedule
- Conduct of Oral Examination Policy
- Recognition of Prior Learning and Experience Policy
- Assessing International Medical Graduates seeking specialist recognition and RACMA Fellowship Policy

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