



**College of Intensive Care Medicine
of Australia and New Zealand**
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GUIDELINES FOR THE APPOINTMENT, TRAINING AND DUTIES OF EXAMINERS

1. PROCEDURE FOR APPLICATION OR NOMINATION AS AN EXAMINER

Any Fellow of the College can nominate or be nominated to become an Examiner of the College of Intensive Care Medicine. From time to time the Chairman of the Examinations Committee may approach outstanding professionals from other Colleges and ask them to nominate to fill a vacancy.

Examiners are appointed for three years and may be reappointed for a total of no more than 12 years. At any one time the number of Examiners on the Panel will reflect the number of candidates and may be limited so that they may maintain their examining skills by frequent attendance at the Exam.

The nomination should be addressed to the Training and Examinations Co-ordinator, who will refer the nomination to the Examinations Committee. All nominations should include a full curriculum vitae, letters of recommendation from two (2) referees, one from the applicant's hospital and the second preferably from an inter-state referee or from an examiner of more than 5 years duration. The reference should clearly indicate why the nominee will be a useful member of the Examiner's Panel (based on the criteria below). The Chairman of the Examination Committee may seek two further written references from Fellows who have knowledge of the nominee.

The Examinations Committee will make recommendation to the Board concerning appointment, based on the criteria listed below.

2. CRITERIA FOR SELECTION OF EXAMINERS

2.1 Essential Criteria

An Examiner must:

- 2.1.1 Be at least 5 years post Fellowship of CICM or their relevant College with evidence of current CPD certification.
- 2.1.2 Be actively involved in teaching and training postgraduate intensive care trainees. Evidence of this in the form of a signed document must be provided. These may include running of or active participation in exam preparation courses, active involvement in departmental educational activity, or conduct of regular tutorials or bedside teaching.
- 2.1.3 Be clinically involved in intensive care practice.
- 2.1.4 Be clinically competent and of high professional standing.
- 2.1.5 Possess a suitable personality to examine without bias.
- 2.1.6 Be a fair interrogator and skilled evaluator who is able to create an environment in which the candidate has the opportunity to perform to potential. The examiners should be

capable of allowing consideration of alternative view points regarding patient care and management.

2.1.7 Be willing to be actively involved in the Examination process including marking, setting, examining and reviewing results.

2.1.8 Be familiar with the curriculum

2.1.9 Have taken no more than 3 attempts to pass the Fellowship exam.

2.2 Preferred Attributes

The mix of Examiners should allow a geographical and gender coverage reflecting the distribution of College Fellows. An examiner should have an understanding of and experience in research.

3. TRAINING OF EXAMINERS

If appointment is approved by the Board, the new examiner will receive a letter detailing the responsibilities of an Examiner and the format of the Examination. A pledge accepting the requirement for confidentiality will be signed by the newly appointed Examiner.

Before commencing examining, the Examiner should, in turn:

- Observe all components of the oral examination.
- Submit 10 short answer questions.
- Attend a short workshop on the Examination explaining format, objectives and style and for calibration.

On commencement of examining, the Examiner should mark a section of the written paper with the assistance of a senior examiner (defined as one who has completed > 5 years of examinership).

Examiners should go through a process of shadow marking candidates for the clinical component of the examination and discuss their marking with the examiners.

4. DUTIES OF EXAMINERS

Although general discussion of the aims and format of the Examination with candidates and tutors is encouraged, the examiner is expected to keep confidential all details of individual performance of the Examination. In the two months preceding the Examination, the examiner should not participate in trial examinations in the section in which he/she will examine.

Examiners are expected to:

- 4.1 Be active in education and performance evaluation.
- 4.2 Be able to provide detailed discussion of candidates' performance at the Examiners Meeting.
- 4.3 Provide written feedback for incorporation in the Examiners Report.
- 4.4 Participate in educational workshops as organised by the Examination Committee.
- 4.5 When invited, participate as an active member of the Fellowship Examination Committee.

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