



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

PURPOSE

The purpose of this training guideline is to outline the College of Intensive Care Medicine's process of appointing the panel of examiners. It sets out the College's expectations and processes in place to maintain a high standard of assessment delivery.

SCOPE

These guidelines apply to First Part, Second Part (General) and Second Part (Paediatric) examinations.

INTRODUCTION

All College of Intensive Care Medicine's (the College) examinations are an integral part of the training program and require examiners to volunteer a significant amount of time to ensure the examinations are of the highest standard. It is expected that members will make a significant ongoing contribution to the examination process and the College as a whole.

1. EXAMINER PANEL

The makeup of the Panel of Examiners (the Panel) reflects the diverse mix of Fellows and trainees based on gender, locally and internationally trained, current geographic location including examiners who work in metropolitan, regional and rural centres. The College is committed to providing an inclusive environment that welcomes contributions from the broad diversity of the intensive care community. It is recommended that every unit with General Training (C24) accreditation should have at least one First Part and one Second Part Examiner as a member of staff.

Each examination committee is responsible for monitoring the number of active examiners and may call for applications based on the projected number of candidates or retiring examiners. The transition of intellectual property and expertise is a key component to the examination process and must be considered when selecting examiners.

2. APPLICATION PROCESS

Applications can be made at any time via the prescribed College form available from the Assessments Department upon request. In some instances, the relevant examination committee may have an over-supply of examiners and will place a hold on new applications.

Applicants are required to provide the following information in support of their application:

- Current Curriculum Vitae;
- Appointments in units accredited by the College;
- Current job and teaching experience (past and present);
- Specific areas of expertise and experience that may be relevant to the examination process;
- A personal statement on the contributions that can be made as an examiner.

2.1 Referees

All applications must be accompanied by the details of two referees. Referees are expected to provide written support of the applicant that covers contributions to teaching and education. The reference should also indicate why the applicant will be a useful member of the Panel (based on the selection criteria in section 3). The applicant is recommended to contact the College directly if he or she has difficulties sourcing suitable referees.

Suitable referees for First and Second Part Examinations include:

First Part Examination

- Referee from the applicant's current hospital of employment;

AND

- Referee from interstate OR a First Part Examiner of more than 3 years duration including retired examiners.

Second Part Examination

- Referee from the applicant's current hospital of employment;

AND

- Referee from interstate OR a Second Part Examiner (same exam type General or Paediatrics) of more than 5 years duration including retired examiners.

3. SELECTION CRITERIA

Examiners are selected based on a range of characteristics and qualities in order to maintain a robust assessment delivery.

The relevant examination committee will make a recommendation based on the following four selection criteria:

- Essential criteria
- Personal attributes
- Desirable attributes (Second Part Examination only)
- Question writing ability

3.1 Essential Criteria

Criteria (In alphabetical order)	First Part	Second Part
Clinical involvement in intensive care practice (at least 0.5 FTE)	✓	✓
Completed a recognised First Part / Primary Examination	✓	✓
Current CPD certification	✓	✓
Display clinical competence and be of high professional standing	✓	✓
Minimum time as a CICM Fellow	3 years	5 years
Evidence of teaching and training postgraduate intensive care trainees*	✓	✓

*Active involvement may include running of or active participation in examination preparation courses, active involvement in departmental educational activity, or conduct of regular tutorials or bedside teaching.

3.2 Personal attributes

Applicants are expected to possess suitable personal attributes, in order to:

- Allow consideration of alternative viewpoints regarding patient care and management;
- Be a fair interrogator and skilled evaluator who is able to create an environment in which the candidate has the opportunity to perform to his/her potential;
- Articulate the viva questions clearly and concisely in order to deliver an assessment process that is fair for all candidates;
- Minimise bias in assessment;
- Volunteer time to be actively involved in all aspects of the examination process including marking, setting, examining and reviewing results;
- Understand the curriculum and training requirements.

3.3 Desirable attributes (Second Part Examination only)

- A training or qualification in adult education/assessment;
- Experience as Supervisor of Training, organising/running educational courses/workshops.

3.4 Question writing ability

The relevant examination committee may request an applicant to prepare Short Answer Questions (SAQ), Multichoice Questions (MCQ) or Vivas with answer templates. The type of question will vary depending on the examination and the quality may be used to determine an applicant's suitability.

4. RECOMMENDATION

Following the application process, the relevant examination committee will discuss the application at a Committee meeting. On occasion, the committee may seek further written references or contact the relevant Regional Committee about the suitability of a particular applicant.

All recommendations are made to the Assessments Committee who have delegated authority to approve the recommendation and may consult the Board on the suitability of an applicant. The Board will ultimately ratify the decision at a Board meeting that occurs three times per year.

The Board reserves the right to overrule a decision of the Assessments Committee if required.

5. APPOINTMENT

Applicants will be advised in writing regarding the outcome of their application. Appointments are for a period of three years and re-appointment can be made by the Board, subject to the recommendation of the relevant examination committee and depending on the requirements of the examination at the time.

The number of panel members will depend on the number of candidates. At any one time, the number of members will be limited in order for examiners to have regular opportunities to attend exams and maintain their examining skills.

6. TRAINING OF EXAMINERS

Once approved by the Board, new examiners will receive a letter detailing their responsibilities and the format of the examination. Before commencing active examining, each new examiner is required to:

- Attend the relevant workshop on the examination to learn the format, objectives and calibration techniques;
- Observe all components of the oral examination;
- Read the **Guidelines for New Examiners** and all associated induction material;
- Submit written questions for review.

All examiners are expected to be available for at least two examinations over a two-year period (including all associated workshops).

7. DUTIES OF EXAMINERS

Although general discussion of the aims and format of the examination with candidates and tutors is encouraged, the examiner must keep all details of individual performance of the examination confidential. Wherever possible, practice hot cases or vivas should be done without the use of confidential information.

Examiners are expected to:

- Actively participate in education and performance evaluation;
- Provide detailed discussion of candidates' performance at the Court Meeting;
- Provide written feedback for incorporation in the Examination Report;
- Participate in educational workshops as organised by the College;
- When invited, participate as an active member of the relevant examination committee.

8. PERFORMANCE

Examiner performance is monitored regularly, and all examiners are subject to assessment during their tenure. Specific details of the assessment format are detailed in the induction material.

Examiner performance will generally be based on:

- Collaboration and interaction with members of the examiner panel;
- Contribution at the examination preparation workshops;
- Marking during the written section (in conjunction with another senior examiner);
- Performance at the oral section (partnered with a senior examiner);
- Quality of submitted written Short Answer Question (SAQ) and / or Multiple-Choice Question (MCQ), including template answers.

If the performance of an examiner is deemed to be below the expected standard, the relevant examination committee may recommend further training. If the examiner has been given the opportunity to improve and the performance is not at the required standard, the relevant examination committee may recommend the examiner to step down from the Panel.

References and sources

Not applicable.

Acknowledgments

Document Control

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Revision History

Date	Pages revised/ Brief explanation of revision
2019	Recommendation for general ICU to have one first part and second part examiner as staff, separated first part and second part criteria in application process, removed shadow marking, expanded on selection criteria, flexibility to attend at least 2 exams over a 2 year period.

Further Reading

Not applicable

Publishing Statement

Published by CICM: December 2019 This Professional Document has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case. The college's Professional Documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure the current version has been obtained. Professional Documents have been prepared according to the information available at the time of their publication, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently. Whilst the college endeavours to ensure its Professional Documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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