

ASSESSMENT REVIEW COMMITTEE

SUGGESTED TERMS OF REFERENCE

PURPOSE

- The Assessment Review Committee's (ARC) purpose is to assist with complex decisions on remediation for PGY1s who do not achieve satisfactory supervisor assessments.
- The ARC may choose to assist with other, or all, prevocational training assessment decisions.
- The ARC should have clear and transparent procedures for deciding on any course of action and for resolving disputes and appeals.
- HETI recommends that the ARC review all JMO assessment decisions, especially for decisions relating to general medical registration, to create a consistent and defensible assessment process for JMOs.
- The ARC can be based within a hospital or at a network level, particularly where networks have one major hospital and a series of smaller hospitals.

ROLE

The Australian Medical Council's *Intern training – National standards* for programs clause 5.2.7 requires "The intern training program establishes assessment review groups, as required, to assist with more complex remediation decisions for interns who do not achieve satisfactory supervisor assessments."

When decisions about the performance of individual interns need review, the document *Intern training – Assessing and certifying completion* outlines processes to be followed.

For NSW training sites, the ARC is accountable to the General Manager or equivalent of the provider.

MEMBERSHIP

- A senior clinician with experience in prevocational education and training.
- Director of Prevocational Education and Training.
- Representative from the JMO workforce administrative team.
- Representative from vocational training programs as appropriate.
- JMOs may nominate their own representative to be a part of the ARC.

FREQUENCY OF MEETINGS

The ARC should be available to review assessment decisions at the end of each term.

APPEALS PROCESS

- Junior Medical Officers have access to and knowledge of the method of appealing decisions made by the ARC.
- Appeals must be submitted formally to the Hospital's General Manager (or equivalent) and reviewed independently.

- Junior Medical Officers can appeal any decision made by the ARC, including those regarding assessment, registration or other decisions included within the remit of the ARC as decided by the training site.

ENDORSEMENT

These Terms of Reference are endorsed by:

[List should include Chair of the committee, Hospital General Manager or equivalent and DPET.]

Copies of the endorsed Terms of Reference should be provided to all NCPT members, the Chief Executive of each Local Health Network involved in the prevocational training network and the Chair of the Prevocational Training Council at HETI.