

# RCSI Court of Examiners (COE) & COE Executive Committee

Court of Examiners

## Mission and Terms of Reference – September 2018 to August 2020

### 1.0 Mission:

The mission of the Court of Examiners is to increase the profile of postgraduate surgical examining at RCSI and to make such examining activity more relevant and attractive to RCSI's surgical community in Ireland and overseas.

The Court's Executive Committee is responsible for examiner recruitment and examiner development, and will also seek to make examining more germane to this community, in terms of Continuing Professional Development (CPD).

### 2.0 Terms of Reference:

The work of the Court of Examiners is undertaken principally by the Court Executive Committee. The Executive Committee will pursue the following objectives:

- To oversee the day-to-day running of the Court of Examiners.
- To enhance the profile of examining at RCSI and provide recognition for the College's active postgraduate surgical Examiners.
- To recruit Examiners for the full gamut of postgraduate surgical examinations, reflecting the breadth of collegiate and intercollegiate Membership and Fellowship examinations, both domestic and overseas.
- To identify, in consultation with RCSI's Student, Academic and Regulatory Affairs (SARA) office, the minimum number of Examiners required to deliver on existing examinations and examination diets and to recruit a number of suitably qualified Examiners in excess of that minimum.
- To ensure that established collegiate and intercollegiate examiner eligibility criteria are continually applied and to ensure that examining standards are maintained within and across the examinations of all relevant specialties.
- To ensure that Examiners undertake any mandatory ICBSE or JCIE training and do not examine in instances where such training has not been completed.
- To support the work of ICBSE/ IQA by:
  - Circulating OSCE Examiner Performance Feedback reports to RCSI Examiners
  - Administering RCSI Examiner involvement in ICBSE question-writing groups
  - Administering IQA & ICBSE surveys for RCSI Examiners
- To provide governance in relation to quality assurance of examinations and to review quality assurance reports and other relevant reports from ICBSE and JCIE.
- To provide other constructive feedback to Examiners on their performance as an Examiner and to facilitate their development in that regard.

- To provide opportunities and facilities for Court members to satisfy their CPD requirements.
- To identify intercollegiate examination ‘Assessors’ and other ICBSE and JCIE nominees from within the Court.
- To make nominations on behalf of the College (from the Court’s membership) to ICBSE and JCIE committees and sub-committees.
- To liaise with other surgical Royal Colleges and relevant external stakeholders as/ when required.

There will be a common Chair for the Court of Examiners and the Court’s Executive Committee. He/ she will have an oversight role and will delegate work as necessary to Executive Committee members, particularly those who are College staff.

**3.0 Reporting:**

The Court of Examiners and its Executive will be independent but will report to the Committee for Surgical Affairs (CSA) at the Royal College of Surgeons in Ireland. RCSI’s College Council will be the overarching governance body for both the Court and CSA.

**4.0 Executive Committee Membership:**

The membership of the RCSI Court of Examiners Executive Committee is listed in **Table 1** below. Membership will be renewed every two years. The Committee Chairman will be nominated by the incoming RCSI College President. (More detailed information on the roles and responsibilities of Executive Committee members is provided in **Appendix 1.**)

**Table 1: Membership – COE Executive Committee**

<b>Role:</b>	<b>September 2018 – August 2020</b>
Chairperson	Mr Eamon Mackle
Secretary/ Deputy-Chairperson	Mr Paul Nolan
RCSI President	Mr Kenneth Mealy
RCSI Vice-President	Prof Ronan O’Connell
Council Representatives	Prof Simon Cross
	Prof Paul Burke
	Ms Camilla Carroll
ICBSE Representatives	Mr Eamon Mackle
	Prof Peter Gillen
JCIE Representative	Prof Feargal Quinn
Fellows & Members Office Representative	Ms Robyn Byrt
SARA Representative	Mr Martin Cunningham
Public Relations Officer(s)	Ms Aina Rut Artola Garrido/ Mr Luke Holmes
Administrative Officer	Ms Ger Conroy

## 5.0 Meetings:

- Meetings of the Court's Executive Committee will take place at RCSI and be scheduled on a quarterly basis or as determined necessary by the Chairperson.
- The quorum for Court Executive Committee meetings is four members.
- There will be an Annual Meeting and Dinner for all Chapters of the Court, which will be held in tandem with another annual College meeting or exam diet.
- The following Court Chapters will be maintained:
  - RCSI Court of Examiners – Ireland and Great Britain Chapter
  - RCSI Court of Examiners – Gulf Chapter
  - RCSI Court of Examiners – South East Asia Chapter

These Chapters should provide a structure for local engagement, promote a sense of inclusivity, allow RCSI to enhance its profile in these regions, and generate opportunities for the College beyond the MRCS exams. They also facilitate the establishment of local examiner pools who can contribute to other College initiatives and help to identify other opportunities for the College and its partners in these regions.

## 6.0 Operation of the Court of Examiners:

- The Court's Examiners will be expected to demonstrate commitment to the work of the Court by participating in at least one examination diet per annum. Court members may also be expected to be involved in question writing and to support other COE/ ICBSE/ JCIE activities and structures.
- A Court examiner would not normally be invited to participate in overseas surgical examinations until he/ she has actively participated in domestic examinations for a period of two years.
- Court members who are NOT RCSI Council Members, faculty or staff may be eligible to receive a daily stipend when examining.
- Court members will be appointed for periods that reflect the tenure for MRCS and FRCS Examiners, as specified by ICBSE and JCIE respectively.
- Examiners who are no longer eligible to examine on the MRCS or FRCS may submit themselves for nomination to the Emeritus Panel of the Court. The role of that Emeritus Panel should be advisory/ ceremonial.
- Should a Court member wish to resign, he/ she is expected to write to the Court Chair advising of this intention. Ideally, three months' notice will be provided. Court Examiners who participate in intercollegiate MRCS or FRCS exams would normally write to ICBSE and JCIE to resign as intercollegiate Examiners also.

## 7.0 Court of Examiners Membership Criteria:

Membership will be contingent on proposed members satisfying both collegiate/ intercollegiate criteria:

- Eligibility Criteria. Members of the RCSI Court of Examiners are required to:
  - Be a Fellow (or Fellow Ad Eundem), in good standing of the Royal College of Surgeons in Ireland or one of the three Surgical Royal Colleges of the UK or be of equivalent standing in another College of Surgeons.

- Hold or have held a full consultant post (not a locum post) for at least 2 years post CCT or equivalent.
  - Be clinically active at the time of recruitment to the Court of Examiners.
  - Have a track record of active support and participation in postgraduate surgical training/ education/ teaching.
  - Satisfy the Court of Examiners of their standing with IMC/ GMC or equivalent body.
  - Basic Sciences Examiners should hold an equivalent basic science qualification to the satisfaction of the Court.
  - Lay Examiners can be appointed at the discretion of the Court of Examiners.
- Person Specification. In addition to meeting the eligibility criteria, Examiners must show commitment to:
- High professional standards as an Examiner, including understanding of appropriate examining techniques and a policy of courtesy, fairness and non-discrimination towards all candidates.
  - High professional standards in teaching, including an ability and positive attitude towards teaching.
  - Competence in and loyalty to the surgical profession or to respective basic science discipline.
  - Commitment to the examination process, i.e. honouring commitments to write questions and attend examinations, except in exceptional circumstances.
  - Commitment to ongoing assessment, training and development as an Examiner.

These criteria will be subject to periodic review/ update with the approval of same required by the Court's Executive Committee.

## **8.0 Member Benefits and Recognition Mechanisms:**

Court members are provided with the following benefits and their contribution to examining and to the work of the Court is formally recognised by RCSI as follows:

- Member Benefits
  - Complimentary attendance at COE Annual Meeting (PCS accredited) and dinner
  - PCS credits awarded for COE activity
  - All benefits that already accrue to RCSI Fellows in 'good standing' with the College including:
    - Complimentary provision of College publications and E-Zines
    - Complimentary access to selection of external journals
    - Complimentary Fellows & Members Diary
    - Preferential access / pricing for College meetings, events and facilities
    - Event management and venue support for Surgical Events
  - COE tie, scarf, stationery and accessories
- Recognition Mechanisms
  - Opportunity to 'process' at RCSI Postgraduate Conferring
  - Opportunity to become involved in College's / DoSA's other overseas activities

## **9.0 Secretariat:**

Chairperson:	Mr Eamon Mackle
Secretary/ Deputy Chairperson:	Mr Paul Nolan
Public Relations Officer(s):	Ms Aina Rut Artola Garrido/ Mr Luke Holmes
Administrative Officer:	Ms Ger Conroy

#### **10.0 Renewal of COE Mission and Terms of Reference:**

This document will be reviewed and refined every two years by the incoming College President and COE Executive Committee. Proposed changes will be communicated to CSA and College Council for agreement. (Changes may be made also to the Terms of Reference during a Committee's term of office but only, ideally, on an exceptional basis.)

## Appendix 1

### Roles and responsibilities for Members of the COE Executive Committee

#### 1. Chairperson

The responsibilities of the Chairperson are as follows:

- Chair meetings of the Court's Executive Committee
- Provide leadership and ensure the effective operation of the Court's Executive Committee
- Hold casting vote for Executive Committee issues requiring a vote
- Represent the Court at the *Committee for Surgical Affairs*
- Convene the Court's Annual Meeting and Dinner
- Act as a spokesperson for the Court as/ when required

#### 2. Secretary/Deputy-Chairperson

The responsibilities of the Secretary/ Deputy-Chairperson are as follows:

- In conjunction with Administrative Officer and Public Relations Officer, support the work of the Court's Executive Committee as follows:
  - Plan meetings and develop the agenda
  - Organise meeting logistics and agree papers
  - Ensure that decisions made at meetings are implemented
  - Deal with correspondence
  - Manage disciplinary process for Court Members
- Deputise for Chairperson in his/ her absence
- Assist the Chairperson with matters between meetings
- Manage the feedback process for Examiners and disciplining of Court Members
- Take responsibility for discrete ICBSE/ JCIE/ JSCFE tasks relating to work of Court
- MC the Court's Annual Meeting and Dinner

#### 3. President/ Vice-President/ Council Representatives

The responsibilities of the President/ Vice-President/ Council Representatives are as follows:

- Represent the interests of College Council and of the College generally
- Liaise with Council on specific COE issues if/ when required

#### 4. ICBSE Representatives

The responsibilities of the ICBSE Representatives are as follows:

- Attend ICBSE meetings on a regular basis
- Provide COE Executive Committee with verbal update on most recent ICBSE meeting, highlighting matters germane to RCSI and COE
- Bring forward nominations for RCSI nominees to ICBSE committees and sub-committees
- Lead the training of ICBSE Examiners
- Contribute to the feedback process/ disciplining of ICBSE Examiners

#### 5. JCIE Representative

The responsibilities of the JCIE Representative are as follows:

- Attend JCIE meetings on a regular basis
- Provide COE Executive Committee with verbal update on most recent JCIE meeting, highlighting matters germane to RCSI and COE
- Bring forward nominations for RCSI nominees to JCIE committees and sub-committees
- Contribute to the feedback process/ disciplining of JCIE Examiners

## **6. Fellows and Members Office Representative**

The responsibilities of the Fellows and Members Office Representative are as follows:

- Support promotional campaigns to recruit RCSI Fellows as Court Members
- Provide COE Executive Committee with an update on proportion of Court Members who are 'In Good Standing' / 'Not In Good Standing' with RCSI
- Support communications with RCSI Fellows who are Court Members but 'Not In Good Standing' with RCSI
- Update the Committee on conversation rates of successful MRCS and FRCS exam candidates as RCSI Members and Fellows respectively

## **7. SARA Representative**

The responsibilities of the SARA Nominee are as follows:

- Manage the training of MRCS Examiners
- Manage the rotation of MRCS Examiners
- Update COE Executive Committee on MRCS Examiner pool (numbers, mix, frequency of examining, non-participation etc.)
- Support promotional activities at events such as Charter Day and Millin Meeting

## **8. Public Relations Officer**

The responsibilities of the Public Relations Officer are as follows:

- Design and implement a marketing plan to promote the Court
- Manage communications with current Court Members and other Court stakeholders
- Organise all COE events (Annual Meeting and Dinner, Charter Day, Millin Meeting etc.)
- Update database of marketing interactions with current Court Members and other stakeholders
- In conjunction with Secretary/ Deputy-Chairperson and Administrative Officer, support the work of the Court's Executive Committee as follows:
  - a. Plan meetings and develop the agenda
  - b. Organise meeting logistics and agree papers
  - c. Ensure that decisions made at meetings are implemented
  - d. Deal with correspondence
  - e. Manage disciplinary process for Court Members

## **9. Administrative Officer**

The proposed responsibilities of the Administrative Officer are as follows:

- Manage the administrative tasks associated with the COE Executive Committee
- Manage communications with potential Court members and manage the applications of new MRCS Examiners
- In conjunction with Secretary/ Deputy-Chairperson and Public Relations Officer, support the work of the Court's Executive Committee as follows:
  - a. Plan meetings and develop the agenda
  - b. Organise meeting logistics and agree papers
  - c. Ensure that decisions made at meetings are implemented
  - d. Deal with correspondence
  - e. Manage disciplinary process for Court Members
- Support promotional activities at COE events (Charter Day, Millin Meeting, and Court's Annual Meeting and Dinner)