

Terms of Reference

Independent Observed Clinical Activity Oversight Panel



BACKGROUND

The Education Committee and the Board have endorsed the move to adopt a programmatic assessment approach that evaluates multiple workplace assessments over a period of time with multiple supervisors.

The new assessment, Clinical Competency Portfolio Review (**CCPR**), is planned to be offered from September 2025 onwards. One of the assessment elements comprising the CCPR is the Independent Observed Clinical Activity (**I-OCA**) that will be conducted by an independent external supervisor in the candidate's workplace. The structure and delivery of I-OCAs are consistent with that for the Observed Clinical Activity (**OCA**) assessment in the workplace.

1. SCOPE OF WORK

The I-OCA Oversight Panel (**I-OCA OP**) will:

- (a) Provide oversight of processes relating to the I-OCA, working collaboratively with the relevant committees (Committee for Examinations (CFE), Committee for Training (CFT), and others as appropriate) to ensure assessment integrity and maintenance of standards.
- (b) Provide advice and guidance for the delivery and implementation of I-OCAs.
- (c) Develop, and re-review as necessary, calibration and training resources including the I-OCA marking criteria.
- (d) Facilitate calibration of I-OCAs with the input from CFE and the CFT, with consultation undertaken as needed.
- (e) Review I-OCA results and provide I-OCA performance reports at appropriate intervals to CFT, with any recommendations from the CFT to Education Committee (**EC**).

2. KEY DELIVERABLES

The key deliverables of the I-OCA OP are:

- (a) Supporting the review and development of the training resources for the I-OCA calibration and training. This will include review of any existing video resources (from the previous clinical assessments) and other training material for assessors and candidates.
- (b) Developing a scoring guide and marking criteria describing the I-OCA rating scale and the expected performance standards.
- (c) Overseeing the facilitation of calibration and training sessions for supervisors and independent assessors.
- (d) Training other 'supervisor facilitators' who can assist in the calibration of broader supervisor groups.
- (e) Analysing and reporting on the I-OCA data to ensure consistent quality improvements.

3. MILESTONES AND TIMELINE

Activity	Date
Establish I-OCA OP.	June 2024
Review and finalise the calibration and training resource for the I-OCA calibration and training.	July-Aug 2024

Develop a scoring guide and marking criteria describing the I-OCA rating scale and the expected performance standards.	July-Aug 2024
I-OCA OP to self-calibrate based on the training resource material. Note: if previous OCI videos are not appropriate/approved then the timeline will be extended to include development and approval of new calibration training videos.	Sept 2024
Oversee the facilitation of calibration and training sessions for supervisors and independent assessors	Sept-Oct 2024
Train other 'supervisor facilitators' who can assist in the calibration of broader supervisor groups	Sept 2024
Facilitate the running of calibration training sessions in various jurisdictions on an ongoing basis.	Nov 2024
Analyse and report on the I-OCA data to ensure consistent quality improvements.	Dec 2024

4. REPORTING RELATIONSHIPS

- (a) The I-OCA OP reports to the CFT through a standing agenda item at its operational meetings, to provide governance and oversight to ensure I-OCA OP meets its deliverables.
- (b) The I-OCA OP will seek expertise and advice from the CFE and/or any other relevant groups in the development of a scoring guide, standardisation, marking criteria, calibration processes and resources.
- (c) The I-OCA OP will seek input from the CFT and/or any other relevant groups in facilitating and training of assessors/supervisors.
- (d) The I-OCA OP will work with RANZCP senior management to ensure its deliverables are met.

5. MEMBERSHIP COMPOSITION

The I-OCA OP will comprise of up to nine (9) members who will be appointed to undertake the I-OCA OP deliverables.

Members of the I-OCA OP will include:

- (a) Chair, representative from CFT or Directors of Training Advisory Group (**DoTs**)
- (b) One (1) representative from the DoTs
- (c) One (1) representative from the Committee for Examinations (**CFE**)
- (d) One (1) representative from Committee for Specialist International Medical Graduates (**CSIMGE**)
- (e) Two (2) Fellows (Independent) with expertise in training and assessment (who can also be recently graduated Fellow or Early Career Psychiatrist or accredited RANZCP supervisor).
- (f) One (1) representative from Binational Committee of Trainees (**BCT**) or Trainee Advisory Council (**TAC**) who has completed the Objective Structured Clinical Examination (OSCE) or Alternative Assessment Pathway (AAP) or Clinical Competency Assessment (CCA) or any modified clinical assessment and has an interest in medical education and assessments.

The I-OCA OP must include appropriate representation from Australia and New Zealand (at a minimum of one member from each).

The I-OCA OP membership will endeavor to achieve diversity, including gender balance.

The I-OCA OP may co-opt additional Fellows/external subject matter experts to provide advice on with specific matters where additional knowledge, expertise and/or experience related to education, training, and assessment is required.

6. APPOINTMENTS

- (a) Members of the I-OCA OP will be appointed based on the skills, knowledge and expertise required to undertake the I-OCA OP's deliverables, at the discretion of the CFT.
- (b) The Chair of the I-OCA OP will be a nominee of the CFT.
- (c) The representatives of various committees will be nominated by their respective committees.
- (d) The Independent Members (Fellow) nominations will be called for from amongst the Fellows of the College.
- (e) The CFT will endorse the I-OCA OP nominations to the EC for appointment.
- (f) The member term will be for the duration of 12 months with an option to review and extend as determined by the CFT.

7. OPERATIONAL

Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Meeting Code of Conduct
- Co-opted Members
- Defects in Appointment or Qualification
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Voting Member Term
- Work Plan
- Definitions and Interpretation
- Associated RANZCP Documents

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for supporting the Committee.

7.1 Additional Specific Operational Information

The I-OCA OP will meet regularly once every month in the initial phase of delivery of the I-OCA calibration process and then meet as required.

7.2 Definitions

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

- **“I-OCA Oversight Panel”** means the Panel that will be responsible for the conduct of I-OCAs, specifically the supervisor and assessor training and calibration, for the purpose of these Regulations.

ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents.
- Business rules and processes for the conduct and delivery of I-OCAs
- Project plan for I-OCA calibration process

REVISION RECORD

Contact:	Executive General Manager, Education and Operations		
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