

Intercollegiate Committee for Basic Surgical Examinations

TERMS OF REFERENCE February 2015

1. Purpose

- 1.1 To develop and oversee Intercollegiate Membership examinations for assessing the standards of trainees during:
 - a) Basic Surgical Training in Eire and overseas
 - b) Surgical Training in the UK.
- 1.2 To develop and oversee the DO-HNS examination.

2. Functions/Responsibilities

- 2.1 To determine the methodology for assessing whether candidates have met the requirements specified in the relevant examination syllabus.
- 2.2 To consider examinations appropriate to each specialty and, if appropriate, design examinations for one or more specialties within a common framework.
- 2.3 To determine and maintain under review the components of each of the examinations and the format of each component.
- 2.4 To liaise with stakeholders.

3. Tasks in support of the purpose

- 3.1 To set the eligibility criteria for examination entry.
- 3.2 To determine the examination regulations.
- 3.3 To set the examination calendar.
- 3.4 To determine suitable syllabuses.
- 3.5 To determine and oversee the structure and content of question/scenario banks together with a methodology for construction, validation and delivery of examination components.
- 3.6 To determine criteria for the selection and appointment of examiners and the ratification of their appointment.
- 3.7 To determine examiner training programmes.
- 3.8 To set guidelines for internal quality assurance procedures for the examinations, to receive IQA recommendations and to determine any action to be taken.

- 3.9 To determine criteria for the appointment of an external quality assurance body and to appoint such an external body as may be considered necessary; to receive reports from that body and act on its recommendations.
- 3.10 To provide input to Intercollegiate Regulations¹ for the award of, or election to, Membership of a Royal College (MRCS).

4. The Structure of the Committee

- 4.1 The Chair will be appointed by the Presidents of the Surgical Royal Colleges in open competition. The Chair will serve for a period of 3 years, or for a period to be determined by the Presidents
- 4.2 The Surgical Royal Colleges will each appoint two surgical members and one staff member to the Committee. Each surgical member shall serve for three years with a staggering of the changes to effect a handover of expertise.
- 4.3 The Committee shall nominate from amongst the College nominees and Sub-Group Chairs a Deputy Chair who shall serve for an overlapping period between the terms of office of two consecutive Chairs, to preserve continuity and expertise. This post does not proceed automatically to the role of Chair. If the post is held by a Sub-Group Chair they will remain as Deputy Chair for the full term regardless of their position on their respective Sub-Group.
- 4.4 The Chair of the Joint Committee for Intercollegiate Examinations (JCIE) will be a member *ex officio*.
- 4.5 The Chairs of the Internal Quality Assurance Committee, the OSCE, MCQ, DO-HNS, and Content Review Sub-groups will be members *ex officio*. The Chairs of these groups may nominate a deputy from within the membership of their groups to attend ICBSE meetings in their absence. Such deputies would have voting rights.
- 4.6 ISCP will be invited to nominate a member to serve on the Committee.
- 4.7 The decisions of the Committee will be by majority vote of all full and co-opted members of the Committee. The Chair will have a casting vote.
- 4.8 The Chair will co-opt as members of the committee:
- an educational adviser;
 - a Lay Representative, who would normally be from the panel of Lay Examiners;
 - a trainee representative.
- 4.9 The Chair may invite others to attend the Committee as required for a specific purpose and for a specific period of time.
- 4.10 A quorum of the committee will consist of one representative from each College plus the Chair.
- 4.11 The Chair may appoint consultants to provide professional and educational assistance to the Committee with a view to implementing best practice.

¹ The Executive Officers of the Royal Colleges will draft any such intercollegiate regulations.

4.12 The Committee will normally meet twice per annum. Matters requiring urgent decisions between meetings will normally be dealt with by email and/or telephone contact. Emergency meetings may be called by the Chair or by a vote of a minimum of one third of the members of the Committee.

5. Administration

5.1 The Committee will be supported by the ICBSE Manager

5.2 The committee may form sub-groups and working groups as required in support of its tasks.

5.3 The expenses of the Chair, the Chairs of sub-groups and working groups when attending meetings in that capacity, the ICBSE Manager and other expenses incurred through the work of the Committee will be met by the Colleges according to a formula based on candidate entry numbers. The ICBSE office will act as the clearinghouse for these expenses. The ICBSE office will provide members of the Committee with regular statements of accounts and will invoice other Colleges as appropriate.

5.4 The Colleges will meet the expenses of their own committee members other than as specified in 5.3.

5.5 The Chair will submit to the Presidents via the Planning and Review Group of the Joint Surgical Colleges Meeting a projected budget requirement in advance of each financial year together with details of associated, planned activities.

5.6 The Chair will provide the Presidents with an annual report of the activities of the Committee and an annual statement of accounts via the Planning and Review Group of the Joint Surgical Colleges Meeting.

5.7 The location of meetings will be determined by the Committee. Colleges are expected to provide facilities if requested.

6. Accountability

The Chair and members of the Committee will be accountable to the Presidents of the Colleges for the efficient and effective conduct of their tasks. The Chair will represent the ICBSE at meetings including Joint Committee for Intercollegiate Examinations, the Planning and Review Group, the Joint Committee on Surgical Training, The Curriculum Development and Assessment Group, and the Joint Surgical Colleges Meeting.

Approved ICBSE July 2013