Selection of Examiners for the FACD Program

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Domain:</td>
<td>Education</td>
</tr>
<tr>
<td>Policy Area:</td>
<td>Supervisors</td>
</tr>
<tr>
<td>Policy Author:</td>
<td>National Examination Committee</td>
</tr>
<tr>
<td>Contact:</td>
<td>Education Manager</td>
</tr>
<tr>
<td>Version:</td>
<td>1.00</td>
</tr>
<tr>
<td>Approval Details:</td>
<td>Approved NExC</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>September 2012</td>
</tr>
<tr>
<td>Review Date:</td>
<td>September 2013</td>
</tr>
<tr>
<td>Related Policies/Regulations</td>
<td></td>
</tr>
</tbody>
</table>

**PURPOSE**

The purpose of this policy is to outline the selection criteria used by the ACD to select Examiners who are responsible for the examination and assessment of candidates in the Dermatology Training Program which leads to the award of FACD.

**SCOPE**

The Dermatology Training Program comprises a series of examinations throughout the four years, and an exit examination at the end of the fourth year of full time (FTE) training. The National Examination Committee is responsible for these examinations. The NExC is comprised of a Chair (the Chief Examiner), an Examiner in Ordinary from each of the states, New South Wales, Victoria, Queensland, South Australia and Western Australia and a separately appointed Procedural Dermatology Examiner. This policy covers the requirements for all positions, as well as those ex-officio.
**DEFINITIONS/KEY WORDS/ABBREVIATIONS**

Board of Directors are elected by the Fellows. There are representatives from each State.

NExC National Examinations Committee

Examiners in Ordinary are the members of the examination committee, but excludes the Chief Examiner

Chief Examiner refers to the person who chairs the NExC

Tenure refers to the maximum period of time a member may serve on the committee

Training Program refers to any program of training offered by the ACD, which if undertaken successfully leads to Fellowship, or another qualification offered by the Australasian College of Dermatologists.

**THE POLICY**

Examiners are selected using the following process and should meet certain requirements.

Examiners in Ordinary may be nominated by any Fellow of College or local Faculty or from the current NExC.

Such nominees will be persons who:

- have past experience as occasional examiners
- are currently active in teaching,
- demonstrate a keen interest in the improvement of the training program and in their own further development, including teaching skills,
- are committed to maintaining currency in all matter dermatological,
- have a strong publication record and/or expertise in a particular field such as paediatrics or dermatologic surgery
- have a strong reputation and respect in their field and,
- a strong commitment to service of the College

Tenure – five years

The Chief Examiner is appointed by the Board of Directors on the advice of the NExC.

Such nominee will be a person who:

- has been an Examiner in Ordinary for at least one term
- demonstrates an understanding of current best practice in educational assessment
- desires to pursue continuing improvement in the College Education/Assessment Program.

Tenure – two years additional to 12 months as Chief Examiner Elect
**Ex-officio** members include:

- Occasional Examiners
- Selected College Education Staff
- Members of expert panels such as histopathology and procedural dermatology

Occasional Examiners will be persons who:

- may be nominated by the BoD
- currently actively involved in teaching, and/or
- have a particular expertise in a specialized area of dermatology aligned with component for the examinations that year.

For procedural details please see the flow chart.
Nomination/Election/Training and Deployment process for new National Examiners Committee members (NExC)

- BoD
  - Approved
  - Recommendation
  - NExC
    - Recommended
    - By Unanimous Committee Invitation
    - State-based Faculty
      - By Nomination
      - Desirable Credentials:
        - Clinical/Practice Experience
        - Teaching Experience
        - Publication Record
        - Research
        - Academic posts/Affiliations
      - Prospective Pool
        - Elected
        - Examining/Training
          - Paired with experienced examiner on first deployment

Desirable Credentials:
- Clinical/Practice Experience
- Teaching Experience
- Publication Record
- Research
- Academic posts/Affiliations

State-based Faculty

Prospective Pool

NExC

BoD

NEdC

Examiner Training

By Nomination

Approved

Recommended

By Unanimous Committee Invitation

Elected

Paired with experienced examiner on first deployment