

Examination committee

Terms of reference

Revision schedule			
Version number	Version date	Approved by	Next review
One	Mar 2018	MRTB	2020
Two	June 2026	MRTB	2028

Background

1. Te Poari Ringa Hangarau Iraruke | The Medical Radiation Technologists Board (the Board) has established the Examination Committee (the Committee) under Schedule 3, clause 16 of the Health Practitioners Competence Assurance Act 2003 (the Act).
2. The Board has a legislative obligation under the Act to ensure registration of health practitioners is restricted to those who are suitably qualified and educated to practise in accordance with the clinical, ethical, and cultural standards set by the Board.

Committee purpose

3. The Board has appointed an Examination Committee that is responsible for ensuring a framework is in place to provide oversight and quality assurance of the examinations.
4. The examination is to provide an efficient and effective benchmark for the assessment of professional foundational knowledge necessary for registration in the required scope.

Functions

5. The functions of the committee are to:
 - a. Ensure each examination assesses the minimum level of applied knowledge for competent and safe professional practice in the relevant scope of practice.
 - b. Ensure the examinations meet the parameters of being an assessment of contemporary professional medical imaging and/or radiation therapy practice

and is in alignment with the Board's Competence Standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand (2024).

- c. Confirm the examination's structure and makeup to ensure it captures the key foundational knowledge requirements of the prescribed entry to practice Competence Standards for Medical Imaging and Radiation Therapy Practitioners in Aotearoa New Zealand (2024).
- d. Provide oversight and monitor the processes and procedures for the examinations including question development, question validation processes and updating of examination questions.
- e. Ensure policy and process is in place to monitor the progress of the examination and moderate and confirm the results in a timely manner after each sitting.
- f. Consider examination statistics, item analysis, and other relevant information and make recommendations for actions accordingly.
- g. Ensure the examination model is efficient, effective and facilitates current safe practice.
- h. Consider matters about the examination referred by the Board and provide advice.

Membership

6. The Committee will comprise a maximum of seven members.
7. Committee members will include practitioner representatives from the scopes for which there is an examination. Practitioner members must hold a current practising certificate, have been registered with the Board for more than five years, and be in good standing.
8. It is desirable that committee members have experience in education, teaching, and/or assessment of professional competencies. Tangata whenua representation will also be included.
9. MSS education advisors will be appointed to the committee ex-officio. Their role is to provide regulatory and procedural advice.

Committee appointments

10. Appointments will be made through an expression of interest process, and approval will be by the Board.
11. Committee membership will be for a term of two years with a maximum of two consecutive terms.
12. The Board may remove a committee member for any reason it considers appropriate.

Chair

13. The Committee Chair shall be appointed by the Board. The role of the Committee Chair is to:
 - a. Chair meetings
 - b. Consult with MSS staff on meeting agendas
 - c. Ensure meeting minutes are recorded and approved
 - d. Prepare reports to the MSS and the Board
 - e. Be the primary point of contact with MSS staff in respect of committee work.

Duty to Act in the public interest

14. In exercising their functions, each member of the committee is to act impartially and in the public interest.
15. To assist objectivity, candidate results will only have reference to their application number. Names and locations will be withheld.

Interest

16. All members will be required to declare any interests and any actual or perceived conflicts of interest as determined by the Board.
17. Members of the committee are to comply with conflict-of-interest requirements as set out in clauses 11-14 of schedule 3 of the Act and the Board's Interests policy.

Confidentiality

18. All external members will be required to sign confidentiality agreements as part of their contract for services.
19. No member of the committee may speak publicly, publish, or otherwise comment publicly, through any communication medium, without the written consent of the Board.

Meetings and protocols

20. The committee will meet quarterly with the majority of meetings to be held online. There may be a requirement for a face-to-face meeting from time to time.
21. Meetings will be chaired by the appointed Chair.
22. Members of the MSS staff will also be in attendance.
23. Pre-reading will be provided to committee members to ensure they are prepared for the agenda.
24. Secretariat support will be provided by MSS staff.

Quorum and decision making

25. A quorum is the minimum number of committee members required to be present at a meeting to make decisions. For the Examination Committee's purpose, the minimum number required to make a quorum is four members.
26. While it is preferred that the committee reaches decisions by consensus, if this is not possible, a decision supported by a majority of the votes cast at a meeting at which a quorum is present is the decision. In the event of a tie, the Chair may have the casting vote.

Reporting and communication

27. The Chair is responsible for ensuring the committee provides a written report to the Board following each meeting using the prepared Reporting Template.

Remuneration

28. The committee will be funded by the Board. All external¹ committee members will be paid a fee in accordance with the Board's fee schedule. The number of hours claimed will be agreed by the Chair at each meeting.
29. Travel and accommodation (if required) will be booked through MSS.
30. Reasonable costs associated with travel will be reimbursed to members following pre-approval.

Dispute resolution

31. The role of the Examination Committee is to provide advice and recommendations to the Board. The decision of the Board will be final in all matters.

Exclusion of liability

32. Section 119 of the Act which provides for exclusion of criminal or civil liability, will apply to a committee member exercising functions of the Act and acting in good faith.

¹ External members are those employed as examination committee members only.