

### BACKGROUND

After considerable discussion and stakeholder consultation, the Board approved the implementation of the Clinical Competency Assessment (**CCA**), as a continuation of the Alternative Assessment Pathway (**AAP**) with some modifications, for the delivery for the remainder of 2022, and 2023.

On 6 October 2023, the Education Committee endorsed the further modification to the CCA effective from March 2024 through mid-2025. The assessment consists of a Portfolio Review of completed In-Training Assessments (**ITAs**), and associated Observed Clinical Activities (**OCAs**), the supervisor comments derived from relevant ITAs and OCAs, excluding the case-based discussion (**CbD**) component of the CCA implemented in the remainder of 2022 and 2023.

#### 1. SCOPE OF WORK

The Portfolio Review Oversight Panel (**PROP**) will inform and guide the operationalisation and oversee the procedural integrity of the Portfolio Review Process. The PROP will provide guidance to Portfolio Review Panels as required and ensure the integrity of the audit process. The PROP will oversee the implementation of modification to the CCA.

#### 2. MILESTONES AND TIMELINE

Activity	Date
Establish PROP	September 2022
Guide establishment of Portfolio Review Panels	October 2022
Oversee the operationalisation of Portfolio Review Panels	October 2022 – November 2025
Oversee the implementation and operationalisation of modification to CCA	December 2023 to November 2025

#### 3. REPORTING RELATIONSHIPS

The PROP reports to the Education Committee (EC).

The PROP will provide a report to EC and for noting only to CFE following the completion of each Portfolio Review and Case-based Discussion, currently twice per year and as requested. The PROP will work with RANZCP senior management to ensure its deliverables are met.

#### 4. COMPOSITION OF THE PORTFOLIO REVIEW OVERSIGHT PANEL

The PROP will comprise up to 4 members (including the Chair) who will be appointed to undertake the Panel's deliverables. The PROP will have representation from Australia and New Zealand.

Members of the PROP will include:

- a) Chair, (Fellow of the RANZCP)
- b) Three Fellows of the RANZCP with expertise in education, training and assessments.

The PROP may co-opt additional individuals to provide advice, both from within and external to the RANZCP, with specific knowledge, expertise and experience related to the work of the PROP.

## 5. APPOINTMENTS

The Presidents Meeting will ratify member appointments. The member term will be for the duration of the PROP as specified in Section 2 of these Terms of Reference.

## 6. OPERATIONAL

6.1 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.

## ASSOCIATED DOCUMENTS

- Committee Meeting Operations Regulations and associated documents.
- Portfolio Review Oversight Panel Member Position Description V1.0 20211214

## REVISION RECORD

<b>Contact:</b>	<b>Executive General Manager, Education and Operations</b>		
<b>Authorising Body:</b>	Board		
<b>Responsible Committee:</b>	Education Committee		
<b>Document Code:</b>	ToR Portfolio Review Oversight Panel Terms of Reference		
<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
6 December 2023	1.4	PM55	Updated to include Oversee the implementation and operationalisation of modification to CCA
16 February 2023	1.3	Executive General Manager, Education and Operations	Updated to include representation from Australia and New Zealand as part of the PROP's composition which the PROP requested at its meeting held on 19 October 2022.
19 October 2022	1.2	Executive General Manager, Education and Operations	Updated to reflect revised background information, timeline extension and Panel composition in consultation with the Board.
7 June 2022	1.1	Executive General Manager, Education and Operations	Updated to reflect timeline extension.
14 December 2021	1.0	Executive Meeting	New document.
<b>NEXT REVIEW: N/A – Time Limited Group</b>			