

# Assessment Committee Charter

## 1. Status

The Assessment Committee is a standing Committee of the Australian Dental Council (ADC) that makes recommendations and advises the ADC Governing Board (the Board) on matters within the scope of its Terms of Reference.

## 2. Preamble

Operational decisions are made at the Committee level but decisions relating to policy, budget, strategic directions and risk analysis, standards, Committee Charters, appointment of the Chair, and other such organisational governance matters are referred to the Board with a recommendation as appropriate.

In order to keep the Board fully informed, the minutes in their entirety are sent to Board. External communication such as notification to the DBA and universities on assessment and examination matters go out from ADC under the signature of the President.

## 3. Purpose under the 'Quality Framework for the Accreditation Function'

Assessment and examination of internationally qualified practitioners is categorized as part of the assigned accreditation functions under the National Registration and Accreditation Scheme.

The national boards, Australian Health Practitioners Regulation Agency (AHPRA) and the accreditation authorities signed off on a 'Quality Framework for the Accreditation Function'. This states in part:

### a) Assessing Authorities in other Countries

*Where this function is exercised by the accreditation authority, the authority has defined standards and procedures to assess examining and/or accrediting authorities in other countries consistent with the National Law.*

#### **Attributes:**

- The assessment standards aim to determine whether these authorities' processes result in practitioners who have the knowledge, clinical skills and professional attributes necessary to practice in the equivalent profession in Australia.*
- Stakeholders are involved in the development and review of standards and there is wide ranging consultation.*
- The procedures for initiating consideration of the standards and procedures of authorities in other countries are defined and documented.*
- There is a cyclical assessment process to ensure recognised authorities in other countries continue to meet the defined standards.*
- The accreditation authority follows documented systems for decision-making and reporting that enable decisions to be made free from undue influence by any interested party.*
- There are published complaints, review and appeals processes which are rigorous, fair and responsive.*

### b) Assessment of internationally qualified practitioners

*Where this function is exercised by the accreditation authority, the authority has processes to assess and/or oversee the assessment of the knowledge, clinical skills and professional attributes of internationally qualified practitioners who are seeking registration in the profession under the National Law and whose qualifications are not approved qualifications under the*

National Law for the profession.

**Attributes:**

- *The assessment standards define the required knowledge, clinical skills and professional attributes necessary to practise the profession in Australia.*
- *The key assessment criteria, including assessment objectives and standards, are documented.*
- *The accreditation authority uses a recognised standard setting process and monitors the overall performance of the assessment.*
- *The procedures for applying for assessment are defined and published.*
- *The accreditation authority publishes information that describes the structure of the examination and components of the assessments.*
- *The accreditation authority has policies on the selection, appointment, training and performance review of assessors. Its policies provide for the use of competent persons who are qualified by their skills, knowledge and experience to assess internationally qualified practitioners.*
- *There are published complaints, review and appeals processes which are rigorous, fair and responsive.*

**4. Terms of Reference**

The Assessment Committee will undertake the following (and support its functions via Working Parties as required):

- i. develop and implement valid, reliable and defensible assessment/examination processes to determine the *knowledge level* and *competency* of those dental practitioners who are international graduates (*inter alia* dentists, dental hygienists, dental therapists, oral health therapists, prosthetists, specialists) and others as required; via recommendations to the Governing Board;
- ii. monitor the performance of examinations by *inter alia* receiving comparative (from current process) and statistical data on Stages 1, 2 and 3 i.e. countries of origin, pass rates, numbers of attempts, etc;
- iii. monitor, review and evaluate examination procedures and outcomes for quality improvement purposes;
- iv. appoint new examiners for a term of three years following a recommendation from the ADC Office. The ADC Office and Chair, Assessment Committee, will evaluate CVs, experience and good standing of potential new examiners on behalf of the Assessment Committee.
- v. receive reports and advice from Working Parties;
- vi. receive reports on specialist assessments;
- vii. receive reports from Review Panels;
- viii. consider changes in the external environment (e.g. immigration, workforce, accreditation, education) and develop policies, strategies and recommendations to go to the Board; and
- ix. undertake any other task referred to it by the Board.

## **5. Members**

The Assessment Committee shall comprise a maximum of ten members as follows:

- Two community representatives
- One internationally qualified registered dentist (consumer representative)
- One oral health practitioner (dental therapist/dental hygienist/oral health therapist)
- Four dental academic members of whom at least one should be a registered dental specialist
- Two dentist practitioners

The membership must include:

- a member nominated by the Dental Council (NZ)
- at least one director of the ADC

## **6. Process**

The process for the appointment of members to the Assessment Committee is as follows:

- i. All appointments and process for appointment will be approved by the Board; the Board reserves the right to withdraw any appointment should it so desire.
- ii. The term of appointment will normally be three years.
- iii. The Committee will, from its members, nominate a Chair and make a recommendation to the Governing Board for approval. The appointment as Chair will be for a three year term. A person may be appointed as a Committee member or Chair for a second and third term.

## **7. Review Panels**

Review Panels (under the Appeals Process) will consist of a minimum of four representatives of the ADC Assessment Committee being:

- Chair Assessment Committee
- A community representative on the Assessment Committee
- A member of the Assessment Committee
- ADC Chief Executive Officer.

## **8. Working Parties of the Assessment Committee**

Working Parties will normally meet on the same day as the Assessment Committee e.g. in the afternoon. The Working Parties will be made up of members of the Assessment Committee and will be appointed by agreement of the Assessment Committee members. A Working Party is able to second other persons to assist with its operations upon approval by the Chair and CEO.

One Working Party will be responsible for the ongoing development and review of Items for the Item Bank.

One Working Party will meet as required to monitor the conduct of the clinical practical examination and address any concerns or issues arising. At the end of the first twelve months of delivery of the clinical practical examination a review will be held and will include members of the current Implementation Committee.

A Working Party may meet for more than one day upon the prior agreement of the Chair and the CEO.

## **9. Authority and Responsibilities**

The Assessment Committee will conduct its affairs under the Charter, policies and guidelines approved by the Board.

Upon receipt of a recommendation or advice from the Assessment Committee, the Board may request that the Assessment Committee gives further consideration to any relevant matters or takes further action, as the Board specifies.

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Approved: Governing Board  
Approval Date: 15 November 2012  
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