AUSTRALIAN
DENTAL COUNCIL

Assessment Committee Charter

1. Purpose

The purpose of charter to outline the terms of reference for the Assessment Committee of the Australian Dental Council.

2. Overview

The Assessment Committee ('the Committee') is a standing committee of the Australian Dental Council (ADC) that makes decisions and/or recommendations to the ADC Board of Directors (the ADC Board) on matters within the scope of its terms of reference.

The ADC is appointed by the Dental Board of Australia (DBA) to carry out accreditation functions for the dental professions under the Health Practitioner Regulation National Law Act 2009 ('the National Law'). These functions include overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration in Australia. In carrying out these accreditation functions, the ADC complies with the requirements of the National Law and the agreed '*Quality Framework for the Accreditation Function*' developed under the National Registration and Accreditation Scheme.

3. Scope

This Charter applies to all staff, Committee members and members of the Board of Directors.

4. Charter

Terms of reference

The Committee's terms of reference are to:

- 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 and others as required, via recommendations to the Board;
- monitor the performance of examinations;
- monitor, review and evaluate examination procedures and outcomes for quality improvement purposes;
- consider reports and advice from Working Parties;
- consider reports from Review Panels;
- consider changes in the environment (e.g. immigration, workforce, accreditation, education) and develop policies, strategies and recommendations for consideration by the Board; and
- undertake any other tasks referred by the Board.

Membership

The Committee will comprise a maximum of nine members including:

- A minimum of one member who holds directorship of the ADC.
- A minimum of one member who identifies as Aboriginal and/or Torres Strait Islander.
- A minimum of one member with expertise in the delivery of high-stakes assessments and/or psychometrics.
- Four non-dental practitioner members.
- Five members who are registered dental practitioners including:
  - at least one member who is a dentist;
  - at least one member who is a dental therapist, dental hygienist, oral health therapist or dental prosthetist;
  - at least one member who is a dental specialist; and
  - at least one member who has successfully passed the ADC examinations within the last two years at the time of their appointment to the Committee.

The registered dental practitioner membership must include a minimum of one member who is an experienced dental practitioner currently working in clinical practice and a minimum of one member who is an academic currently working at an Australian tertiary institution accredited by the ADC.

The Chair will be appointed by the ADC Board of Directors.

In appointing members to the Committee, the ADC Board will seek to ensure that the Committee benefits from a diverse range of skills, experience, and perspectives relevant to its role. Specifically, members with relevant skills and experience in one or more of the following areas will be sought:

- Dental education and/or practice across the range of registration divisions.
- Expertise in assessment pedagogies and processes including from outside of the dental professions.
- Representation and/or advocacy of community and/or consumer interests.
- Employment of dental practitioners in the private and public sectors.

Where the Assessment Committee considers it requires specific expert input that is not available on the Committee it may invite a suitable person to join the Committee for a defined and limited period.

Appointment

Appointments to the Committee are made by the ADC Board in accordance with the membership outlined above, and on recommendation from the People and Culture Committee in consultation with the ADC CEO and Committee Chair.

The Committee member who has successfully passed the ADC examinations within the last two years at the time of appointment to the Committee is eligible for appointment of one term of three years.

Meetings

- The Committee will meet as required, face-to-face or by teleconference.
- The Committee will meet at least two times per year.
- The quorum of the Committee is a majority of the members.
- The Committee may establish working parties as required, with the agreement of the Chair and the ADC CEO.
- There is a standing invitation for other ADC Board Members to attend the Committee meetings.
- The Committee will invite members of management and any other persons deemed appropriate to attend meetings and provide pertinent information.

- The Committee Chair may devote time in any agenda for the purpose of confidential open discussion with members of the Committee.
- The CEO and members of the ADC's Assessments and Examinations Team shall attend by standing invitation and the Assessments and Examinations Team will fulfil the role of secretary.
- At a subsequent meeting, the minutes will be checked and endorsed by the Committee, and signed by the Chair as an accurate record of the meeting.

Cultural Safety Commitment

The Committee is committed to embedding cultural safety and advancing a health system free from racism in decision-making. Recognising the impact that cultural safety has on the wellbeing of individuals and communities, the Committee is dedicated to actively contributing to an inclusive and culturally safe environment where every individual feels respected, valued, and supported.

Reporting requirements

The minutes of and any relevant document from the Committee meetings are to be included in the agenda of the next available Board meeting, and the Committee Chair will brief the Board on all significant matters discussed at the Committee meetings.

Evaluating effectiveness

The Committee will:

- Evaluate its performance on an annual basis;
- Obtain feedback from the Board on the Committee's effectiveness; and
- Review this Charter every three years and discuss any required changes with the Board and ensure that the Charter is approved or re-approved by the Board.

Conflicts of interest

All Committee members will declare any conflicts of interest when they join the Committee. The Register of Interests for Committees form will be completed and submitted to the secretariat. Any changes will be reported to the secretariat. Conflicts of interest are reported at each Committee meeting.

At the commencement of each meeting the Chair will invite Committee members present to declare any conflict of interest within the agenda.

The absence or declaration of a conflict will be recorded in the minutes of the meeting.

Should a conflict of interest be declared by a Committee member, the Chair will ascertain the nature of the conflict and propose to the meeting that one of the following be carried out when that item is reached on the agenda:

- The member will contribute in full to discussion of the item and participate in any vote that may arise;
- The member will contribute in full to discussion of the item but refrain from any vote that may arise;
- The member will refrain from discussion of the item and from any vote that may arise; or
- The member will leave the room for the duration of the agenda item.

The Chair will make a recommendation to the Committee that will be approved or not approved by resolution. The outcome of the decision of the Committee from the proposed resolution will be recorded for the minutes.

Authority

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

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

5. Document information

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*unless otherwise indicated, this policy will continue to apply beyond the review date