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GUIDELINES FOR THE APPOINTMENT, TRAINING AND DUTIES OF EXAMINERS

1. PURPOSE AND SCOPE

The purpose of this guideline is to outline the College of Intensive Care Medicine's (CICM / the College) process of appointing, training, and reviewing the Panel of Examiners. It sets out the College's expectations and processes in place to maintain a high standard of assessment delivery.

These guidelines apply to the First Part, Second Part (General) and Second Part (Paediatric) examinations.

2. INTRODUCTION

All College examinations are an integral part of the training program and require examiners to volunteer a significant amount of time to ensure the examinations are of the highest standard. It is expected that members who are appointed as examiners will make a significant ongoing contribution to the examination process and the College as a whole.

3. EXAMINER PANEL

The makeup of the Panel of Examiners (the Panel) reflects the diversity of Fellows, inclusive of gender, local or international training, and location of work, including Examiners who work in metropolitan, regional, and rural centres. The College is committed to providing an inclusive environment that welcomes contributions from the broad diversity of the intensive care community. In addition, when selecting panellists, aiming to have at least one First Part and one Second Part Examiner in units with General Training (G24) accreditation will also be taken into consideration.

Each Examination Subcommittee is responsible for monitoring the number of active examiners and may call for applications based on the projected number of candidates or retiring examiners.

4. APPLICATION PROCESS

Applications can be made at the invitation of the relevant Examination Subcommittee. Calls for applications will be timed depending on needs.

Applicants are required to provide the following information in support of their application:

- Current Curriculum Vitae, including appointments in units accredited by the College
- Current job and teaching experience (past and present)
- Specific areas of expertise and experience that may be relevant to the examination process
- A personal statement on the contributions that can be made as an examiner.



4.1 Referees

All applications must be accompanied by the details of two referees. The College can contact the referees and facilitate the submission of their reference. Referees are expected to provide written support of the applicant that covers contributions to teaching and education. The reference should also indicate why the applicant will be a useful member of the Panel (based on the selection criteria in section 3). The applicant can contact the College directly if they have difficulties sourcing suitable referees.

Suitable referees for both First Part and Second Part examinations might include:

- Applicant's unit Director (or, in the case of the applicant being the Director, another senior intensivist in the unit).

AND

- An experienced examiner or a recently retired examiner from the relevant Examination Panel.

5. SELECTION CRITERIA

Examiners are selected based on a range of characteristics and qualities in order to maintain a robust assessment delivery.

The relevant Examination Subcommittee will make a decision based on the following five selection criteria:

- Needs of the Panel
- Essential criteria
- Personal attributes
- Desirable attributes
- Question writing ability

5.1 Essential Criteria

Criteria	First Part	Second Part
Clinical involvement in intensive care practice (at least 0.5 FTE)	✓	✓
Completed a recognised First Part / Primary Examination	✓	✓
Current CPD certification	✓	✓
Display clinical competence and be of high professional standing	✓	✓
Minimum time as a CICM Fellow	3 years	5 years
Evidence of teaching and training postgraduate intensive care trainees*	✓	✓



*Active involvement may include running of or active participation in Examination preparation courses, active involvement in departmental educational activity, conducting regular tutorials, or bedside teaching.

5.2 Personal attributes

Applicants are expected to:

- Allow consideration of alternative viewpoints regarding patient care and management
- Be a fair interrogator and skilled evaluator who is able to create an environment in which the candidate has the opportunity to perform to their potential
- Articulate questions clearly and concisely in order to deliver an assessment process that is fair for all candidates
- Minimise bias in assessment
- Volunteer time to be actively involved in all aspects of the examination process including marking, setting, examining, and reviewing results
- Understand the curriculum and training requirements
- The ability to work well within the Panel in a collegiate manner.

5.3 Desirable attributes

- Training or qualification in adult education/assessment
- Experience as Supervisor of Training
- Experience organising/running educational courses/workshops.

6. RECOMMENDATION

Following the application process, the relevant Examination Subcommittee may interview applicants and will discuss the application at a Subcommittee meeting. On occasion, the Subcommittee may seek further written references or contact the relevant Regional Committee about the suitability of a particular applicant.

All recommendations are made to the Assessments Committee who have delegated authority to approve the recommendation and may consult the Board on the suitability of an applicant. The Assessments Committee will notify the Board of examiner appointments at the next scheduled meeting.

The Board holds the authority to reverse decisions of the Assessments Committee. Such circumstances may include, but not be limited to, occasions where the Board has further information to which the Committee may not be privy.

7. APPOINTMENT

Appointments are subject to the recommendation of the Assessments Committee. Applicants will be advised by the College regarding the outcome of their application. The total maximum duration of appointment is twelve years.



The number of Panel members will depend on the number of candidates. At any one time, the number of members will be limited in order for examiners to have regular opportunities to attend examinations and maintain their examining skills.

8. TRAINING OF EXAMINERS

Once approved by the Committee, new examiners will receive a letter detailing their responsibilities and the format of the examination. Before commencing active examining, each new examiner is required to:

- Attend the relevant workshop regarding the examination to learn the format, objectives and calibration techniques
- Observe all components of the oral section of the examination
- For Second Part Paediatric Examiners, all components of both the written and oral sections of the examination are to be observed
- Read the **Guidelines for New Examiners** and all associated induction material.

All First Part and Second Part (General) examiners are expected to be available for at least two examinations over a two-year period including all associated workshops. All Second Part (Paediatric) examiners are expected to be available for a minimum of one examination over a two-year period.

9. DUTIES OF EXAMINERS

Although general discussion of the aims and format of the examination, with candidates and tutors is encouraged, examiners must keep all details of individual performances in the examination confidential.

Examiners are expected to:

- Actively participate in education and performance evaluation
- Contribute to examination question writing and marking
- Provide detailed discussion of candidates' performance as required at Court meetings
- Provide written feedback for incorporation in the examination report
- Participate in educational workshops as organised by the College.

10. PERFORMANCE

Examiner performance is monitored regularly, and all examiners are subject to assessment during their tenure. Examiner performance assessment will generally be based on:

- Collaboration and interaction with members of the Examiner Panel
- Contribution at the examination preparation workshops
- Marking during the written section of the examination (in conjunction with another suitably matched examiner)
- Attendance and performance at the oral section of the examination (partnered with another suitably matched examiner)
- Quality of submitted written short answer questions (SAQ) and / or multiple-choice questions (MCQ), including template answers (rubrics).



If the performance of an examiner is deemed to be below the expected standard, the relevant Examination Subcommittee may recommend further training. If the examiner has been given the opportunity to improve and the performance is not at the required standard, the relevant Examination Subcommittee may recommend the examiner step down from the panel or may recommend termination of their role to the Subcommittee.

11. TERMINATION OF APPOINTMENT

An Examiner may be terminated from their role for the following reasons:

- a) At the request of the examiner in writing to the Chair of the relevant Examination Subcommittee.
- b) At the conclusion of the maximum permitted timeframe to examine of twelve years (per the Regulations), also known as “examiner retirement”.
- c) If, in the opinion of the relevant Examination Subcommittee and Assessments Committee, the examiner is unable or unwilling to fulfil the training, duties and performance as outlined in this document.
- d) If, in the opinion of the Assessments Committee or Board, the examiner’s conduct is incongruent with the expectations outlined in IC-21 (Code of Conduct for College Members acting in College Roles) and/or IC-27 (Guidelines for CICM Fellows on College and External Committees). Decisions regarding termination of examinership are subject to the Colleges Appeals, Review and Reconsideration document, IC-23. Examiners impacted by this decision may choose to follow this process.

References and sources

Not applicable

Acknowledgments

Not applicable

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Revision History

Date	Pages revised/ Brief explanation of revision
2019	Recommendation for general ICU to have one First Part and Second Part examiner as staff, separated First Part and Second Part criteria in application process, removed shadow marking, expanded on selection criteria, flexibility to attend at least 2 exams over a 2 year period.
2021	Updated referees for Second Part (General and Paediatric)



2023	Updated general wording, expectations for Second Part (Paediatric) examiners to attend at least 1 exam over a 2-year period and inclusion of termination clause. Removal clause of 3.4 Question writing ability.
April 2026	Revised wording and content for accuracy and currency and addition of the option to interview applicants

Further Reading

Not applicable

Publishing Statement

Published by CICM: April 2026. This Training Document has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case. The College's Training Documents are reviewed from time to time, and it is the responsibility of the practitioner to ensure the current version has been obtained.

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