



ACRRM ASSESSMENT CODE OF CONDUCT

Introduction

The ACRRM assessment process has been designed to provide registrars with a valid and reliable assessment of their knowledge, skills and attitudes that comprehensively reflects the educational outcomes of the training program, and is relevant to the rural and remote context. Assessment modalities include a series of practice-based and external components. A unique feature of the program is that the assessment is able to be delivered to each registrar in their local environment.

Participants

This Code of Conduct applies equally across all those participating in the ACRRM assessment process and includes:

- Registrars
- Invigilators
- Examiners
- Question Writers
- Editorial Staff
- Logistical Staff
- Administration Staff

Responsibilities

It is the responsibility of all participants in the ACRRM assessment process to have a working knowledge of this Code of Conduct. Before entering the assessment process, each participant will be required to formally acknowledge that they agree to abide by the Code, by completing the declaration section at the end of this form and sending this to ACRRM. A Code of Conduct is only required to be completed once.

Key Foundations

The ACRRM assessment environment does not tolerate bullying, harassment or discrimination. It is an environment where people are respected, and diversity of opinions and beliefs are welcomed. Hence, all those involved in the assessment process are required to:

1. Treat people with respect, courtesy, honesty and fairness;
2. Respect different values, beliefs, cultures and religions;
3. Not discriminate against those with a disability;
4. Value the contribution of others you work with, and work co-operatively;
5. Not bully, intimidate, harass or discriminate against other people;
6. Treat patient information with the strictest confidence; and
7. Not be on-call during examinations or interrupt examinations to answer telephones or pagers or any other form of electronic communication. This is relevant to registrars, invigilators and examiners.

ACRRM will only use examination material for education and research purposes when the material is de-identified and in composite data format, so that no item of information could be traced back to an individual.

Integrity

Being part of the assessment process places participants in a position of trust. Hence, each participant must ensure that they:

1. Make reasonable and transparent decisions;
2. Take all appropriate steps to ensure that confidential information associated with the assessment process (including examination questions and results) is stored and transported in a secure fashion;
3. Do not allow any unauthorised person to have access to examination materials or the examination room at any time;
4. Respect and protect the intellectual property assets associated with the assessment process owned or used by ACRRM;
5. Destroy or return to ACRRM all confidential examination material that they have at the conclusion of the examination;
6. Tell ACRRM about any potential conflict of interests, e.g. if the registrar is a relative or in a close working relationship with the examiners or invigilators; receipt of gifts in relation to their position in the assessment process;
7. Never use their position improperly to gain a personal advantage in their private life;
8. Report any fraud or corruption that they become aware of;
9. Specify that public comments about the ACRRM assessment process are their own personal views;
10. Only release ACRRM assessment process information when authorised; and
11. Do not attempt to record any examination material in any format, other than examiners using approved ACRRM processes (e.g. approved marking sheets and ACRRM official digital recording of StAMPS).

Diligence

Each participant in the ACRRM assessment process is required to:

1. Participate to the best of their ability;
2. Ensure that they have read and understood the *Rules and Regulations* document for the assessment process they are participating in and obtained clarification from ACRRM for any areas that are unclear;
3. Exercise due care, skill and diligence in operating within the rules and regulations for the relevant assessment modality ;
4. Use the *Examination Incident Report* to notify ACRRM of problems arising during examinations;
5. Avoid conduct that could bring ACRRM into disrepute while participating in the ACRRM assessment process;
6. Ensure that use of alcohol and other drugs does not affect their participation; and
7. Be open about reporting mistakes, and deal justly with colleagues when mistakes are made.

Economy and Efficiency

1. Use his/her time, resources and equipment efficiently while participating in the ACRRM assessment process.

Specific Assessment Modality Additional Issues

1. The registrar's identity is confirmed through photo identification (e.g. passport, driver's licence) at the start of each examination by the examiner (miniCEX) or invigilator (MCQ, StAMPS).
2. The invigilator will continuously observe the registrar during the examination (MCQ, StAMPS).
3. The invigilator will wipe the HTML history source from the computer at the end of the examination as detailed in the Rules and Regulations document (MCQ examination).
4. ACRRM may use the digital recordings of StAMPS examination material for Quality Assurance purposes, but will not publicly release this material without specific consent from the participants.

Breaches of the Code

Any suggestion of a breach of the Code of Conduct will be investigated by ACRRM in a timely manner. ACRRM will attempt to address the behaviour in a constructive, fair, transparent and consistent manner. Where there is a proven breach of the Code of Conduct, the ACRRM response will be determined by the seriousness of the violation and could include change of grade, counselling, performance management processes, disciplinary processes or referral to other appropriate government agencies.

Acknowledgement

This document is based on the Queensland Public Sectors Ethics Act 1994 and the Queensland Health Code of Conduct March 2006.

Requirement

Before entering the assessment process, all participants are required to sign the declaration below and return this completed form to ACRRM via:

- Email (scanned): (assessment@acrrm.org.au);
- Fax: (07) 3105 8299; or
- Post: The Assessment Coordinator, ACRRM, GPO Box 2507, Brisbane, QLD 4001

We strongly recommend that you retain a copy of this document for future reference.

Declaration

I hereby acknowledge that I have read this document and agree to abide by the Code.

Name: _____ Signature: _____ Date: _____

Witness

Name: _____ Signature: _____ Date: _____

Please ensure that you also initial pages one and two before returning all three pages.