



ANZSRS

Australian and New Zealand Society of Respiratory Science Ltd
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ANZSRS CRFS exam review Committee Terms of Reference

1. Role and Responsibilities

The ANZSRS Certified Respiratory Function Scientist (CRFS) examination review committee, that comprises of a Chair and committee members will:

- a) Review the current CRFS study guide and topic sections and section content.
- b) Review the current exam questions
- c) Identify areas of knowledge that are listed in the revised study guide that are missing from the exam question bank
- d) Create new questions as needed
- e) Determine appropriate weighting of topics within exam

2. Membership

- a) The committee will have a minimum of five members and a maximum of six members, with two committee membership positions being held by the CRFS Co-coordinators.
- b) All will be voting members of ANZSRS and hold CRFS
- c) The committee members will be appointed by the Board
- d) Committee members term of office will be until the completion of outcomes listed in section 1. *Roles and responsibilities*.
- e) The committee will have:
 - a. A thorough knowledge of respiratory physiology
 - b. Extensive experience (>10 years) in respiratory function testing



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- c. Detailed knowledge and experience with internal procedures and structure of the ANZSRS
- d. Experience in training/ supervising junior staff and preference to those with tertiary and/or postgraduate training (preferred but not essential).

3. Meetings of the Committee and Reporting

- a) The committee will meet by telephone, email or online video communication as is necessary
- b) The Chair will report directly to the ANZSRS Board at least every 4 months, or in response to a major development
- c) The Chair will provide a written Report to the ANZSRS Board following consultation with all committee members upon completion of the outcomes listed in 1. *Roles and responsibilities*.

4. Governance

- a) The Chair of the committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately. As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration.
- b) Any issues of conflict or uncertainty about the operation of the committee will be resolved by the Board
- c) The Board has the right to alter how the committee operates and can at its discretion disband or reconstitute the committee
- d) Membership of the committee is solely on the basis of providing advice to the ANZSRS Board and any working relationships or partnerships with other organisations are at the discretion of the Board
- e) The quorum for a meeting of the CRFS review Committee will be a majority of the full membership of the committee



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- f) The committee is given the authority by the ANZSRS Board to seek advice/knowledge, without prejudice, from past CRFS Coordinators on questions the Board raises as it sees beneficial or necessary

- g) With the approval of the Board, the Chair of the committee may co-opt members with particular expertise onto the committee, co-opted members tenure cannot exceed 6 months without additional approval from the board