

CASEM

Credentials Committee: Terms of Reference (updated 2023)

Credentials Committee	
Description	The Committee appointed by the Board for the purposes of delivering the examination for the Diploma in Sport and Exercise Medicine.
Mandate	To develop content and administer the examination for the Diploma in Sport and Exercise Medicine.
Key Duties	<p>The Committee will perform the following key duties:</p> <ol style="list-style-type: none"> 1. Devises and administers the examination, which includes: <ol style="list-style-type: none"> a) Selecting an appropriate examination process; b) Determining content, method of grading and validation, and preparing all relevant materials; c) Preparing a budget and determining examination fees; d) Reviewing and developing examination communications and administrative materials; e) Maintaining records and awarding diplomas; f) Communicating with other professional bodies and associations; g) Negotiating with consultants and/or support staff contracted to prepare materials; h) Preparing reports and statistics; i) Maintaining a "bank" of all previous examination material and developing new stations and questions. 2. Ensures that the exam reflects knowledge learned in CASEM approved programs, and that the Credentials committee communicate to the CASEM Board of Directors areas where the performance of recent candidates suggests new educational initiatives are likely indicated. 3. Develops eligibility and validation criteria for candidates. 4. Ensures administration and examination costs. 5. Schedules the examination in a centre, which is accessible for participants of the exam, for a weekend, which conflicts the least with other Sport Medicine and related meetings and exams, scheduled at the discretion of the committee. 6. Prepares job descriptions and appoints the staff needed to conduct the examination.
Authority	The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.
Composition	<p>Committee Structure should be as follows;</p> <ol style="list-style-type: none"> 1. The Chair of the committee is responsible for organizing and running the meetings related to the development of the examination, setting the budget, and all communication with CASEM members (including

	<p>appeals and complaints) and the CASEM Board of Directors. The appointment of the Chair is two years with an optional reappointment for two years if approved by the committee (or two exams, whichever is greater).</p> <ol style="list-style-type: none"> 2. The Chief Examiner is responsible for running the actual examination, and has final decision on the wording of questions or appeals. The appointment of the Chief Examiner is two years with an optional reappointment for two years if approved by the committee (or two exams, whichever is greater). 3. The other members of the Committee must include at least (unless not possible for logistical reasons) <ol style="list-style-type: none"> 1. The CASEM Executive Director (ex-officio) 2. 8-10 other CASEM members who hold the Diploma of Sport Medicine. The committee members must include: <ul style="list-style-type: none"> • At least 2 orthopaedic surgeons • Appropriate representation from academic and non-academic members • At least 2 family medicine trained physicians; • At least one member has to be Emergency Medicine [Royal College or CCFP (EM)] • Other members will come from other medical specialists such as Psychiatry, Paediatrics, Internal Medicine, Neurosurgery, Physiologists, etc. • At least one Francophone member • All CASEM members are eligible to sit on the committee. However, there can only be a maximum of 2 non-Canadian residents, and both the Chief Examiner and Chair must be Canadian residents. 3. Corresponding members may be added to the Committee at the discretion of the Chair. These members should be actively involved in Sport Medicine. If the corresponding member does not hold the Diploma, the member will be advised in advance that they will be illegible to sit the exam for a minimum of two examinations. 4. Representation from geographical regions, as well as gender and official languages should be considered. 4. The term of appointment for members is 4 years with an optional re-appointment of 2 years and a maximum of 2 re-appointments (or a total of 8 years). 5. There is a position of Chief Examiner Elect – this person must come from the committee with a minimum of 4 years (or 4 exams, whichever is less) on the committee and does not exclude the Chair.
Meetings	The Committee will meet at least twice a year or more, as required.

Resources	The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate.
Reporting	The Committee will report to the Board of Directors
Approval and Review	The Board will review these Terms of Reference as required.
Other	