### Terms of Reference

**Purpose**

To be a standing committee of the Council of the FSRH and called “Assessment & Curriculum Committee”. The primary role of the Committee is to support the Specialty Advisory Committee (SAC) in maintaining a high-quality curriculum and effective assessment processes within the Community Sexual and Reproductive Health (CSRH) specialty training programme.

It will also have a subsidiary role to provide advice and support to the assessment processes for other FSRH qualifications.

**Reporting Mechanism**

The Committee reports to the Specialty Training Committee (STC). The Chair and other members will attend SAC and STC as necessary.

- No other committees report directly to Assessment and Curriculum Committee.
- Trainee input is via the trainee representative member and trainer input is via the Vice-President (Specialty).

**Roles and Responsibilities**

- To be responsible for the regular, systematic review of all the components of the curricula for CSRH. This will be part of a continuous feedback mechanism from trainers, trainees, patients, and others.
- To respond to requests for elements of the curriculum to be changed in accordance with changes in UK practice.
- To ensure that all elements of the CSRH curriculum are internally coherent and consistent and that it informs the Matrix of Annual Expectation of Educational Progression ST1 to 6 in Community Sexual and Reproductive Health which is maintained by SAC.
- To ensure that the Specialty Specific Guidance for CESR is internally coherent and consistent with the CSRH curriculum.
- To provide the evidence of review and quality control required by the General Medical Council (GMC).
- To be cognisant of the standards as defined by the GMC and any requirements for plans to any revised curricula.
- To review and make improvements to the assessment tools that are to be used against the competencies described in the curriculum.
- To offer generic support and suggestions to General Training Committee on the assessment tools used in other FSRH qualifications. (NB this would not affect the reporting streams and authorisation pathways for General Training.)
- To work with other FSRH committees - especially the Examinations Committee and the Special Skills Module (SSM) Group - and take guidance from SAC and ESB to ensure coherent development of both curriculum content and assessments in use (and in development) across the FSRH and maintain an integrated approach across all aspects of the curriculum and programme.
- To work with others outside FSRH committees, including the RCOG, RCGP and others to develop congruence of elements of the curricula, and trainee assessments where this is feasible and desirable.

**Chair**

- The appointment of ACC Chair will be by open advertisement with a job description and person specification followed by election
- The ACC chair will normally serve for a 3-year term, with option to serve a second 3-year term, subject to the agreement of the FSRH Officers.

**Membership**

Membership will include:

- The Chair, who will be appointed from those who are (or have recently been) Educational Supervisors or Training Programme Directors.
- Trainee representative on SAC
- Patient/Public Perspective representative on SAC
- Expert(s) on assessment and curriculum development – co-opted when necessary for a maximum period of three years
- CESR Representative
- Director of Education/Deputy CEO or representative
- Vice-President Specialty

**Method of Working**

- SRH Committee How to Guide October 2019 will apply.
- The Committee will make decisions as to the CSRH curriculum and assessments for the SAC and/or STC/ESB to approve, prior to submitting any change requests to the GMC.
- The Committee will be supported by the Specialty Officer overseen by the Director of Education who will attend meetings when requested/required.

**Attendance**

- The ACC meets quarterly per annum.
It is important for members to be engaged with the work of ACC. If a member is not able to attend either in person, via a deputy or via teleconference, they are expected to read the papers, and comment on them as appropriate.

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<th>Voting at Meetings</th>
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<td>Only committee members are permitted to vote at meetings. Votes will be carried by a simple majority with a quorum of 50%.</td>
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**Last updated:** March 2021  
**Revised:** June 2021  
**Approved by:** Assessment & Curriculum Committee