



EXAMINATION ELIGIBILITY COMMITTEE

Terms of Reference

1. Role of the Committee

The Examination Eligibility Committee (EEC) is a committee of the Optometry Council of Australia and New Zealand (OCANZ). The role of the EEC is to determine the eligibility of overseas trained optometrists (OTOs) applying for the Optometry Council of Australia and New Zealand Competency in Optometry Examination (COE) and the Assessment of Competence in Ocular therapeutics (ACOT) examinations. The EEC also makes recommendations to OCANZ on matters concerning eligibility to undertake an examination.

2. Responsibilities

2.1 The EEC is responsible for assessing the documents submitted in support of candidate's application for eligibility to the examinations. The eligibility assessment process is a comprehensive evaluation of the evidence provided against a specifically designed set of eligibility criteria. The eligibility assessment process serves to assure OCANZ that candidates deemed eligible to enter the examination process have been provided, through their tertiary education, with the fundamental knowledge, skills and basic clinical experience that underpins the competencies to practice optometry in Australia and New Zealand. The EEC realises that the knowledge base that underpins optometry in New Zealand and Australia cannot be examined extensively in the competency examinations. The eligibility assessment provides assurance to OCANZ that a candidate deemed eligible has, prior to entering the OCANZ Examination process, completed pre-requisites that are not examined further. It serves to identify candidates with the potential to successfully complete the examinations and be eligible for registration in Australia or New Zealand.

2.2 The business of the Committee includes:

- to advise OCANZ on matters relating to the assessment of OTOs
- to conduct assessments of the education of OTOs to establish whether they are likely to have the knowledge base that underpins the practice of optometry in New Zealand and Australia;
- to assess the qualifications of OTOs for the suitability of the applicant to begin the formal process of assessment that may, if successfully completed, lead to an endorsement under the relevant legislation of Australia and of New Zealand as being qualified to prescribe or supply scheduled (Aus) or prescription (NZ) medicines
- to report to OCANZ on matters referred to it from the OCANZ Board
- to regularly review and evaluate the eligibility for examination criteria to ensure fairness, transparency and conformity with best practice
- to advise OCANZ on any other relevant matters pertaining to OTOs.

2.3 The Committee will meet out of session as required to assess documents from candidates and will meet face to face, via teleconference or electronically at least twice per annum, or more frequently if required.

3. Membership

The Committee will comprise three members appointed by the OCANZ Board. The composition of the committee will reflect its responsibilities and predominantly include members with significant involvement/experience in the delivery of accredited optometry courses.

The Chair will be appointed by the OCANZ Board and may or may not be a Director of the Board.

- 3.2 Appointments to the committee will be made for a period of three years. Members will be eligible for re-appointment on two occasions only (maximum of nine years in total). The Chair of the Committee will also be appointed for three years and is eligible for re-appointment on two occasions only (maximum of nine years in total). Any vacancies will be filled by the Board. The OCANZ Board may periodically appoint a person to shadow the work of the Committee for up to a year, if required to assist with membership succession planning.

4. Reporting

The Committee will report to the OCANZ Board after every meeting.

Approved by Board:	23 August 2024
Reviewed by Board	
To be reviewed:	23 August 2027