

## DA General Policy & Procedure Manual

### Australian Dietetic Council

# Dietetic Skills Recognition Multiple Choice Question (MCQ) Item Writers

## TERMS OF REFERENCE

### Dietetic Skills Recognition

DA is the organisation gazetted by the Department of Immigration and Border Protection in Australia as responsible for the assessment and recognition of overseas-qualified dietitians. DA undertakes this function within guidelines outlined by the Australian Government.

### Role

The Multiple Choice Question (MCQ) Item Writers are contracted to write new questions based on national competency standards for dietitians, to build on the existing question pool; to ensure ongoing adequacy in question variety for DSR MCQ examinations.

Leaders from within the pool are appointed to lead this process.

### Term

MCQ Item Writers and Item Writer Leaders are appointed for a three (3) year term with the option to reapply for further terms.

### Functions

- Write new MCQs
- Attend meetings to review new questions as required.

### Responsibility and Reporting

Item writers contracted to develop new questions will be responsible to the General Manager Regulatory Services.

### Selection Criteria

#### Members

Membership of the MCQ Item Writers group will be by invitation by the MCQ Reference Group or via application to the Australian Dietetics Council (ADC) via Accreditation Services Officer. Item Writers are required to meet the following selection criteria:

- Must be an Accredited Practising Dietitian (APD)

A 1/8 Phipps Close, Deakin ACT 2600 | T 02 6189 1200

E [info@dietitiansaustralia.org.au](mailto:info@dietitiansaustralia.org.au) | W [dietitiansaustralia.org.au](http://dietitiansaustralia.org.au)

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- Minimum of three years' experience as an APD
- Experience in student assessment against the national competency standards for dietitians.
- Willingness to participate in training for writing MCQs.

### **Item Writer Leaders**

Leaders are selected from the members of the Item Writer pool. Leaders will be nominated and selected by the group.

### **Training**

Upon selection, item writers are required to participate in specific MCQ writing training when it becomes available.

### **Related Policies**

DSR MCQ Reference Group Terms of Reference