

## **Set up of RPH Oral Examination Panel**

### Introduction

Registered Professional Hygienist Registration & Examination Board (RPH R&EB) sets up an Oral Examination Panel (hereafter called Panel) to run the RPH oral examination from time to time. This document outlines the formation of the Panel, the role and functions of the Panel Chairman and other Members, and measures to avoid conflict of interests. It should be read in conjunction with the documents “About Registered Professional Hygienist (RPH) Registration” and “Examination Information” published at the webpage of HKIOEH.

### Functions and Formation of the Panel

The Panel will be formed by RPH R&EB to organize the RPH oral examination. The functions of the Panel including the following:

- to fix the examination date and venue;
- to notifying the candidates to attend the examination;
- to set the examination questions;
- to conduct the examination and reporting the examination results to RPH R&EB for final endorsement and announcement;
- to compile an examination review report to RPH R&EB.

The Panel should be comprised of at least 3 standing Members (one of them is the Panel Chairman). The Chairman and all other Members must be RPH who experts in different areas of occupational hygiene practice. The appointments of the Chairman and other Members have to be approved by RPH R&EB. Any change of the Chairman and other Members has to be approved by the Board. For each oral examination, the Chairman and at least 2 other panel members should be included as the examiners. The tenure of the Panel is two years. A Panel should be formed at least 1 month before the date of the Oral examination.

If necessary, RPH R&EB may invite an expert in related field like radiation protection, ergonomics, asbestos management, acoustics to be an external examiner in the oral examination.

## Role and Functions of the Panel Chairman

The Chairman has a role of leading the Panel to organize and conduct the oral examination. The Chairman's functions particularly include the following:

- to coordinate with other Members to carry out the functions of the Panel;
- to finalize the examination questions;
- to be the Chief Examiner in the oral examination and arrange at least 2 other panel Members to be the examiners in the examination;
- to manage the questioning process so that the examination is conducted in order;
- to ensure the examination is conducted according to the requirements of RPH R&EB;
- to confirm the examination results and report the results to RPH R&EB;
- to submit a report reviewing the examination within 6 months after the examination. The report should assess the fairness, validity, reliability and general performance of the examination conducted. Comparison of the examination result with the statistical data of the previous examination results should be made in the review to identify any potential deficiencies.

## Role and Functions of Other Members

Other Members of the Panel has a role of providing necessary support to the Chairman in organizing the oral examination. Their functions particularly include the following:

- to assist in setting the examination questions;
- to be the examiner; and
- to assist in carrying out the functions of the Panel.

## Conflict of Interest

The Chairman, other Members and external examiners should not have or seem to have any conflict of interest in carrying out their functions. Conflict of interest exist when one has close working relation with the candidate or is a family member/close relative/close friend of the candidate. In case of doubt, Chairman, other Members and external examiners should declare his/her potential conflict to RPH R&EB as soon as possible for consideration.

RPH R&EB

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