
EDUCATION AND TRAINING COMMITTEE

TERMS OF REFERENCE

SCOPE

The Education and Training Committee (ETC) provides advice to the Board on the strategic directions and development of the educational activities of the College including the Fellowship Training Program (FTP) and the Continuing Education Program (CEP).

The ETC will develop its terms of reference in line with the strategic directions and priorities of the RACMA Board and submit them to the Board for its approval. These strategic priorities were defined in the PACE Strategic Plan 2014-2016.

The ETC will endorse the terms of reference of its sub-committees and submit these to the Board for approval. The ETC will provide governance oversight for the education and training related matters, including statutory and operational obligations.

ROLE AND RESPONSIBILITIES

The key functions of the Education and Training Committee are:

Strategic Matters

Provide advice to the Board on strategic priorities and emerging education and training developments that impact the College and the delivery of the Fellowship Training Program. These may include the following, but not limited to:

- Revalidation Working Party/CEPC and CEP
- College Education Network
- Training and Professional issues: E.G trainees in difficulty, bullying policies
- Clinical governance
- Australian Qualifications Framework(AQF) accreditation systems
- MBA/FRACMA university relationship
- Health Services Research – ARC/NHMRC – place in training program. Ensure that research is embedded into medical management, medical education and the College education and training programs
- Contemporary training and assessment approaches
- The AMC relationship and accreditation
- Open education courses/packages/qualifications
- Faculty Education for Supervisors, Preceptors and Executive Coaches, where the ETC will auspice an annual strategic workshop for College Faculty
- E-learning and the impact of the technological evolution
- Succession in the training program
- Evaluating the Fellowship Training Program and conduct benchmarking activities nationally and internationally
- Facilitate provisions for the development of external academic partnerships and constituent groups of the College community

Operational Matters

- 1.1. Monitor policies related to the sub-committees' portfolios.
- 1.2. Endorse any assessment, compliance and training recommendations arising from the ETC's sub-committees (Board of Censors, CEP and Progression committees).
- 1.3. Endorse specifically appointed assessment/accreditation panels and endorse such recommendations to the Board for its approval.
- 1.4. Make recommendations to the Board for approval of the:
 - Applications to the College membership and/or Fellowship Training Program.
 - Release of exam results and recommendations for election to fellowship.
 - Reconsiderations, reviews and appeals.
 - Policies related to Education, Training and Assessment.
 - Other statutory requirements.

MEMBERSHIP

The Committee Chair will be appointed by the Board. Other members:

- Chair of Board of Censors (Censor in Chief)
- Chair of the Continuing Education Program Committee (CEPC)
- Chair of the Progression Committee
- Chair of the RACMA Research Training Program (RTP) advisory group
- Dean of Education
- 2 Fellows with expertise relating to the ETC strategic work plan, including one representing NZ jurisdiction
- Chair Candidate Advisory Committee (Candidate representative on ETC)
- Chair of the Rural and Regional Advisory Committee
- One external community representative with expertise in education and training (If required)

The proposed membership of the ETC will be forwarded to the Board for ratification.

The ETC may seek co-opted external members with specific expertise to advise or support projects. With the consent of the Board, the Committee will form expert working groups to advise and assist it in the implementation of its strategic projects.

REPORTING

The Education and Training Committee will report to the Board via the Chair.

MEETINGS

The Education and Training Committee will meet quarterly, or as required.

The ETC will meet via tele-conference or face to face if the committee's agenda includes standing agenda items on 1 and 2 as per above. The ETC will hold extra-ordinary meetings (which may be by teleconference or video conference) or manage its agenda via-circulation if the items for resolution pertain to item 2 as per above.

EVALUATION

The Education and Training Committee will review its performance and the performance of its subcommittees against their annual plans and strategic priorities. The ETC will review its ToR and those of its sub-committees annually at the beginning of the academic year.

Each six months the Chair Education and Training will meet with the Board President to discuss progress on the strategic education and training plan.

QUORUM

Quorum will comprise 5 Committee members including the Chair, where the majority always must be Fellows.

Where the meeting is for the purposes of release of exam results or other time-constrained ratification of outcomes from sub-committees, a quorum of 4 committee (including the Chair or his delegate) members will be adequate.

All members will be provided with minutes subsequent to the meeting.