

POSITION DESCRIPTION



Position Title: Chair Continuing Education Program Committee (CEPC)

Responsible To: Chair Education and Training Committee

Introduction

The Royal Australasian College of Medical Administrators is a specialist medical college with the objective of educating medical practitioners as health service managers. The College has a responsibility to ensure that its Fellows and Associate Fellows maintain their skills and expertise through appropriate and meaningful continuing professional development.

The Continuing Education Program Committee (CEPC) (the Committee) of the Royal Australasian College of Medical Administrators (the College) is responsible for the policy and procedures which guide the development, implementation and evaluation of the Continuing Professional Development (CPD) program for members of the College.

The Chair Continuing Education Program Committee will Chair the committee. The committee reports to the Education and Training Committee of which the Chair is a Member.

1. Key Responsibilities And Tasks

- a. Represent the committee in appropriate forums relating to the development and maintenance of professional standards for College Fellows and Associate Fellows including the Academic Board, Education and Training Committee, College Board.
- b. With the committee, work with the Education and Training Committee and the National Secretariat, to develop policies, procedures, and processes for ongoing improvement in CEP processes, to fulfil the strategic objectives of the Board and the requirements of the continuing professional development and recertification frameworks of the Medical Board of Australia and Medical Council of New Zealand.
- c. With the committee, work with the Education and Training Committee and the National Secretariat to develop educational programs and tools to assist Fellows and Associate Fellows achieve appropriate and valuable continuing education
- d. With the committee support, the College CEP program and objectives by:
 - Monitoring CEP participation by Fellows and Associate Fellows
 - Reviewing recommendations regarding individual CEP activity.
 - Periodically surveying Fellows and Associate Fellows to evaluate and improve the CE program

2. Key Relationships

Within the College Education and Training Portfolio:

- **Board**

The Chair of the committee may attend meetings of the Board and the Executive Committee of the Board at the invitation of the Board but is not a Director of the Board and is not entitled to vote. The perspective of the incumbent is to consider the ramifications of decisions on the CEP portfolio, whilst remaining cognisant of the overall needs and strategic plans of the College.

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- **Chair Education and Training Committee**

The Chair of the committee works collaboratively with the Chair of the Education and Training Committee and participates in the setting of CEP competencies, curriculum, and standards/performance indicators.

- **State/Territory/NZ CEP Coordinators**

The Chair interacts with the State/Territory/NZ CEP Coordinators to discuss issues, policies and decisions relating to maintenance of and participation in CEP including education standards, methods of achieving compliance with CEP, and modes of education delivery.

- **National Secretariat**

The Chair works closely with the Secretariat to achieve the roles of this position. The Secretariat manages relevant demographic and CEP participation data for Fellows and Associate Fellows and is responsible to develop and maintain the e-CEP, issue certificates and organise agenda and meetings.

- **External to the College**

- a) Monitor the external environment to ensure to keep abreast of current thinking in continuing education and principles of adult learning.
- b) Participate in any multi college activities or committees or organisation (or delegate responsibility for same) regarding CEP in the broader context for the medical community as a whole.

3. Financial Authority Limits

The Chair Continuing Education Program Committee has no financial authority delegations. Proposals with a financial implication will be supported with a full cost estimate and submitted to the Finance and Audit Committee for evaluation before being submitted to the Education and Training Committee for consideration.

4. Location Within Organisational Structure

The Chair Continuing Education Program Committee will advise the Board through the Education and Training Committee and lead and support the State/Territory/NZ CEP Coordinators.

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5. Eligibility To Apply And Method Of Appointment

The Chair Continuing Education Program Committee is appointed by the Board.

The Board will call for Expressions of Interest from amongst eligible Fellows for the position of Chair Continuing Education Program Committee. The Chair will be a RACMA Fellow of good standing for at least 5 years unless exceptional qualifications and experiences apply. They will have a strong interest in professional development. Previous experience as an office bearer for RACMA at Board or Jurisdictional Committee is highly desirable.

A Fellow who has served a continuous period of 12 years as a Director of the Board or College Officeholder will be ineligible to become the Chair within 12 months of the end of that continuous period of service (RACMA Constitution Section 11.23).

6. Tenure

The Chair Continuing Education Program Committee will be appointed for three years and, at the discretion of the Board, may be reappointed for one further term of three years without a further call of expressions of interest.

The Board will annually review the performance and achievements of the Chair Continuing Education Program Committee.

Approved by: RACMA Board
Authorised by: Education & Training Committee
Approval Date: October 2022
Review Date: October 2025
