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Terms of Reference

Adolescent & Young Adult Medicine Committee

**A joint committee of the Paediatrics & Child Health Division
and the Adult Medicine Division**

**TERMS OF REFERENCE PURSUANT TO THE CONSTITUTION OF THE ROYAL
AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND
MAINTENANCE OF A COMMITTEE TO BE KNOWN AS
ADOLESCENT & YOUNG ADULT MEDICINE COMMITTEE**



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1 INTRODUCTION AND PURPOSE

- 1.1 The Paediatrics & Child Health Division (*PCHD*) and the Adult Medicine Division (*AMD*) has, pursuant to their By-laws, established the Adolescent & Young Adult Medicine Committee (*Committee*).
- 1.2 The PCHD and AMD have established the Committee to:
 - 1.2.1 promote Adolescent and Young Adult Medicine (AYAM) as a distinct specialty within college initiatives
 - 1.2.2 prepare for the approval of the PCHD and AMD Councils a proposed list of AYAM health projects through an activity plan;
 - 1.2.3 develop, coordinate, implement, and monitor the AYAM health projects approved by the PCHD and AMD Councils;
 - 1.2.4 act as the authoritative source of direction and advice within the College in regards to AYAM.
- 1.3 The activities of the Committee must be consistent with the College's Strategic Plan document or any successor document.

2 ADOLESCENT & YOUNG ADULT MEDICINE COMMITTEE

2.1 Committee Prohibitions

The Committee must not:

- 2.1.1 enter into any contractual relationships; or
- 2.1.2 represent or imply in any way that the Committee is a body independent of the College or the Division.

2.2 Composition of the Committee

The Committee shall comprise:

- 2.2.1 The Chair of the Committee, a Fellow of the College; If the Chair is a Fellow of the PCHD, they will represent AYAMC on the PCHD Council. If however the Chair is a Fellow of the AMD, they will represent AYAMC on the AMD Council, and another member of the AYAMC will represent AYAMC to the PCHD Council as the AYAMC Chair's delegate.
- 2.2.2 One Appointed Fellow of AMD; representative to/on the Adult Medicine Division Council (in the case of a PCHD Chair);
- 2.2.3 One Appointed Fellow of AMD;



- 2.2.4 One Appointed Fellow of PCHD;
- 2.2.5 One Fellow of the Australasian Chapter of Sexual Health Medicine;
- 2.2.6 One Fellow of the Australasian Chapter of Addiction Medicine;
- 2.2.7 One Fellow of the Australasian Chapter of Palliative Medicine;
- 2.2.8 One Chapter of Community Child Health Committee representative, a Member of the Chapter of Community Child Health and a Fellow of the PCHD;
- 2.2.9 One Appointed General Paediatrician Fellow of the PCHD;
- 2.2.10 One PCHD Policy & Advocacy Committee representative, a Fellow of the PCHD;
- 2.2.11 One Adolescent & Young Adult Medicine Advanced Training Committee representative, a Fellow of AMD or PCHD;
- 2.2.12 One Appointed Advanced Trainee of the AMD; and
- 2.2.13 One Appointed Advanced Trainee of the PCHD.

At least two members of the Committee shall be recognised by the College as specialists in Adolescent and Young Adult Medicine.

At least one Member of the Committee shall be resident in Aotearoa New Zealand.

The Committee may co-opt any additional members for a specified time, usually not exceeding 6 months, or for a specified task.

3 ELECTION AND TERM OF OFFICE

3.1 Chair

The Chair is initially appointed by the PCHD and AMD Councils following nomination via Expression of Interest (EOI) process. The Chair shall take office from the College Annual General Meeting following their appointment.

The initial term of the Chair shall be three years and no Chair shall be appointed to chair the Committee for more than two consecutive terms unless the Board approves otherwise.

If agreed by the current Committee Chair, any subsequent term of appointment for the Chair, up to the maximum of two consecutive terms, can be on the recommendation to the AMD Council and PCHD Council by the Committee without a need for the nomination process to occur.

Once an incumbent Chair has served two consecutive terms, the AMD Council and PCHD Council must then appoint a new chair following a nomination process.



3.2 AMD and PCHD Appointed Representatives

The AMD and PCHD Fellows are appointed by the relevant PCHD and AMD Councils following an EOI process. The member shall take office from the College Annual General Meeting following their appointment.

The term of any member shall be three years and no member shall be appointed to the Committee for more than two consecutive terms unless the Board approves otherwise.

3.3 Chapter Appointed Fellow

The Chapter of Addiction and Chapter of Sexual Health Medicine Fellows are appointed by the relevant Chapter (Chapter of Sexual Health Medicine and Chapter of Addiction Medicine). The member shall take office from the College Annual General Meeting following their appointment.

The Chapter of Community Child Health Committee representative is appointed by the Chapter of Community Child Health Committee.

The term shall be three years and no member shall be appointed to the Committee for more than two consecutive terms unless the Board approves otherwise.

3.4 AMD and PCHD Appointed Advanced Trainee

The AMD and PCHD Trainee is appointed by the relevant PCHD and AMD Councils following and EOI process. The Trainee shall take office from the College Annual General Meeting following their appointment.

The term of the Advanced Trainee shall be three years and a maximum of one term. The term may be completed after gaining Fellowship.

4 REPORTING

4.1 The Committee is a Committee of the of the PCHD and AMD and must report to the PCHD and AMD Councils as required by the Council's and also in accordance with Clause 1.

Where a committee position is described as "representative" this means the position is a two-way reporting position; eg in the case of the PPAC representative, the member formally sits on both the AYAMC and the PPAC and reports to both bodies in that capacity. If the position does not state it is representative, then no two-way reporting line should be assumed.

4.2 The Committee may make exception reports to the PCHD and AMD Council's to address emergent or risk management issues as required.

5 SUB-COMMITTEES OF THE COMMITTEE

The Committee, with approval of the PCHD and AMD Council's may create other Sub-Committees or time limited or specific purpose working groups.



6 DEFINITIONS

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| “Board” | means the Board of Directors of the College. |
| “College” | means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee. |
| “Constitution” | means the Constitution of the College as amended from time to time. |
| “Division” | means the Paediatrics & Child Health Division of the College. |
| “Fellow” | means a Fellow of the Division. |
| “Trainee” | means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College. |

Approved by the Council of the Paediatrics & Child Health Division on 24 November 2021

| By-Law History as from 28 June, 2013 | | |
|---|---|---|
| Commencement of By-Law | | |
| This TOR was approved by the Paediatrics and Child Health PCHD Council on 5 June, 2013 and by the AMD Council on 28 June, 2013 – commencing on this date. <i>Note that this is a new version of the Joint Adolescent Health Committee (former name of the AYAMC) By-law of 2008 – substantial changes have been made and thus commencement is 28 June, 2013.</i> | | |
| Subsequent amendments to By-Law | | |
| Item | Amendment | Commenced |
| 3.1 | Allows that the Chair be nominated from within the Committee for a second and third term. | 27 March, 2014 |
| 2.2.9 | Allows one Adolescent & Young Adult Medicine Advanced Training Committee representative | 9 March 2015 |
| 1.2 | Introduction and purpose changed as the AYAMC is no longer working towards specialty recognition | March 2020 |
| 2 | Composition changed to reflect current practice: 2.2.1 Chair – can be AMD or PCHD member. 2.2.2 – AMD Fellow to represent AYAM on the AMD Council 2.2.5 and 2.2.6 - AChSHM and AChAM representatives to be Fellows – these are not representative roles 2.2.8 General Paediatric Representative – Fellow position | March 2020 – approved by AMD and PCHD Council |



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| | not representative Addition of "At least two members of the Committee shall be recognised by the College as specialists in Adolescent and Young Adult Medicine." | |
| 2.2.7 | Addition of an AChPM rFellow at 2.2.7. | 19 May 2021 - To be approved by AMD and PCHD Councils |
| 3 | Update to members' terms from a two year term to a three year term | Approved by the Board on 11 December 20 |