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## **Terms of Reference**

# **Adult Medicine Division Education Committee**

**TERMS OF REFERENCE PURSUANT TO THE BY-LAWS OF THE ADULT MEDICINE  
DIVISION COUNCIL FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE COUNCIL TO BE KNOWN AS THE ADULT MEDICINE DIVISION  
EDUCATION COMMITTEE**

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## **1. INTRODUCTION AND PURPOSE**

**1.1. The Adult Medicine Division (AMD) Council, pursuant to its By-Laws, has established the Adult Medicine Division Education Committee.**

**1.2. The Adult Medicine Division Education Committee has been established to:**

- 1.2.1. implement College Education Policy as approved by the College Education Committee (CEC) in the AMD;
- 1.2.2. implement the College's Strategic Direction in relation to education within the AMD;
- 1.2.3. ensure standardisation in basic and advanced training delivery in Adult Medicine;
- 1.2.4. ensure all forms of assessment are conducted fairly, efficiently, in a transparent manner and in accordance with standards;
- 1.2.5. ensure accreditation is conducted fairly, efficiently, in a transparent manner and in accordance with standards;
- 1.2.6. advise CEC on education policy and program development for AMD Advanced and Basic Training and Chapter Training programs, as appropriate;
- 1.2.7. work collaboratively with Specialty Societies and other key stakeholders on education development and delivery;
- 1.2.8. monitor basic and advanced training program requirements and curricula, recommending changes to the CEC;
- 1.2.9. review reports from the Continuing Professional Development Committee and provide feedback and advice, as appropriate, and;
- 1.2.10. undertake other functions as required by the AMD Council or Board approved policy or By-Law. This may include acting as a Review Committee pursuant to the Reconsideration, Review and Appeal By-Law or reviewing subordinate committee decisions relating to individual trainee or Fellow progress.

**1.3. The Committee must not:**

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the committee is a body independent of the College; or
- 1.3.3. form education policy independent of the CEC.

**1.4. Composition of the Committee**

The Committee shall comprise up to 13 members. Committee members should be RACP members, unless otherwise approved. The members shall include:

- 1.4.1. a Chair, elected by the Committee and appointed by the AMD Council;
- 1.4.2. a Deputy Chair, elected from within the membership;



- 1.4.3. the Chair or permanent delegate of the New Zealand Adult Medicine Division Education Committee;
- 1.4.4. the Chair or permanent delegate of the Basic Training Committee;
- 1.4.5. a permanent delegate of the Overseas Trained Physicians Subcommittee – Adult Medicine and Chapters
- 1.4.6. a permanent delegate of the Continuing Professional Development Committee;
- 1.4.7. the Chair or permanent delegate of the Adult Medicine Division Assessment Committee;
- 1.4.8. a member who is allocated responsibility for accreditation;
- 1.4.9. a Chair or permanent delegate of the Chapter Training Committees;
- 1.4.10. three Chairs or permanent delegates from the Advanced Training Committees;
- 1.4.11. two Trainees (one Basic, one Advanced), and alternates approved by the Committee.

### **1.5. Membership Terms**

- 1.5.1. the term of the Chair or permanent delegate of the Chapter Training Committees is three (3) years;
- 1.5.2. the term of any Chair or permanent delegate from an Advanced Training Committee is three (3) years;
- 1.5.3. all other members' terms are as written in the Governance of College Bodies By Law

### **1.6. Meetings**

The committee shall meet four times a year face to face with up to six teleconference meetings, if required. Additional meetings will require approval from the AMD President and Director of Education.

### **1.7. Subcommittees and Working Groups**

- 1.7.1. The Adult Medicine Division Education Committee will establish the following standing Committees to consider relevant issues in more detail:
  - 1.7.1.1. the Adult Medicine Basic Training Committee; and
  - 1.7.1.2. Advanced Training Committees for each Adult Medicine specialty.
- 1.7.2. The Committee may, subject to AMD Council and Director of Education approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.



## 2. REPORTING

- 2.1. The Committee is a Committee of **Adult Medicine Division Council** and must report to them as required.
- 2.2. The Committee may make exception reports to the **Adult Medicine Division Council** to address emergent or risk management issues as required.
- 2.3. The Committee must also report to the **College Education Committee**, in accordance with its Terms of Reference, on matters relating to education policy and program development.

## 3. DEFINITIONS

- “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 and includes the Divisions, Faculties and Chapters of the College.
- “College Education Policy” means education program rules approved by the College Education Committee or College Board.
- “Constitution” means the Constitution of the College as amended from time to time.
- “Co-opted member” from time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time or for a specified task.
- “Fellow” has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
- “Permanent Delegate” means a person taking the place of a chair member of the CEC. The Permanent Delegate will hold the position for the duration of the term of the chair member they are replacing.
- “Specialty Society” means...CURRENTLY UNDER DEVELOPMENT
- “Trainee” means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.

Approved by **AMD Council** on **20 February 2015**.

By-Law History as from 20 February 2015		
<b>Commencement of By-Law</b>		
This By-Law was approved by <b>AMD Council</b> on <b>20 February 2015</b> and commenced on that date.		
<b>Subsequent amendments to By-Law</b>		
Item	Amendment	Commenced
1.5	Addition of Membership Terms	29 October 2015
1.4.7	Change to wording to correctly reflect Assessment representation on the AMDEC	9 March 2018