



The Royal Australasian
College of Physicians

Terms of Reference

Australasian Faculty of Public Health Medicine Education Committee

**TERMS OF REFERENCE PURSUANT TO THE BY-LAWS OF THE AUSTRALASIAN
FACULTY OF PUBLIC HEALTH MEDICINE COUNCIL FOR THE ESTABLISHMENT
AND MAINTENANCE OF A COMMITTEE TO BE KNOWN AS THE AUSTRALASIAN
FACULTY OF PUBLIC HEALTH MEDICINE EDUCATION COMMITTEE**



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Faculty of Public Health Medicine (AFPHM) Council, pursuant to its By-Laws, has established the AFPHM Education Committee.

1.2. The AFPHM Education Committee has been established to:

- 1.2.1. confirm completion of training requirements of individual trainees to progress to Fellowship;
- 1.2.2. monitor and review training program requirements, curricula and assessments, recommending changes to the Faculty Council and the College Education Committee;
- 1.2.3. implement College Education Policy as approved by the College Education Committee (CEC) in the Faculty;
- 1.2.4. implement the College's Strategic Direction in relation to education in the Faculty;
- 1.2.5. ensure standardisation in training delivery;
- 1.2.6. ensure all forms of assessment are conducted fairly, efficiently, in a transparent manner and in accordance with standards;
- 1.2.7. advise Faculty Council and the CEC on education policy and program development for the Faculty Training Program
- 1.2.8. accredit training sites in Public Health Medicine
- 1.2.9. monitor training of, and provide support to, supervisors in Public Health Medicine
- 1.2.10. consider speciality specific CPD and other educational resources for members, as appropriate;
- 1.2.11. work collaboratively with stakeholders on education development and delivery;
- 1.2.12. advise on matters relating to Overseas Trained Physicians as requested, including the completion of OTP requirements following the assessment and determinations made by the OTP Subcommittee (Paediatrics and Faculties), and
- 1.2.13. undertake other functions as required by the Faculty Council. This may include acting as a Review Committee pursuant to the Reconsideration, Review and Appeal By-Law and/or independently considering 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



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The Committee shall comprise up to 9 members. The members shall include:

- 1.4.1. a Chair appointed by the AFPHM Council;
- 1.4.2. an elected Deputy Chair; from other members of the Committee.
- 1.4.3. a Fellow representing New Zealand interests;
- 1.4.4. the Chair or permanent delegate of the AFPHM Assessment Committee;
- 1.4.5. the Chair or permanent delegate of the AFPHM Training Committee;
- 1.4.6. a member who is allocated responsibility for CPD;
- 1.4.7. a member who is allocated responsibility for OTP;
- 1.4.8. a member who is allocated responsibility for Accreditation
- 1.4.9. a member who is allocated responsibility for Physician Education;
- 1.4.10. an advanced trainee in Public Health Medicine.

1.5. Meetings

The committee shall meet twice annually face to face with an additional four teleconference meetings if required. Additional meetings will require approval from the AFPHM President and Director of Education.

1.6. Subcommittees and Working Groups

- 1.6.1. The AFPHM Education Committee will establish the following standing Committees to consider relevant issues in more detail:
 - 1.6.1.1. the AFPHM Assessment Committee; and
 - 1.6.1.2. the AFPHM Training Committee.
- 1.6.2. In addition the AFPHM Education Committee will have oversight for the AFPHM representatives on the:
 - 1.6.2.1. Continuing Professional Development (CPD) Committee; and
 - 1.6.2.2. Overseas Trained Physicians (OTP) Assessment Committee.
- 1.6.3. The Committee may, subject to AFPHM President and Director of Education approval, create such other time-limited or specific purpose working groups as the Committee may determine necessary from time to time.

2. TERM OF OFFICE

- 2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.
- 2.2. The term of membership for nominated positions to the committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment.



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3. REPORTING

3.1. The Committee is a Committee of **AFPHM Council** and must report to them as required. This includes reporting biannually to AFPHM Council and CEC on issues arising from Reviews and on the trainee and OTP formative and summative assessment results.

3.2. The Committee may make exception reports to the AFPHM Council and CEC to address emergent or risk management issues as required.

4. 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.
“Fellow”	has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Trainee”	means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.
“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.

Approved by **AFPHM Council** on **2 July 2015**.

By-Law History as from 2 July 2015		
Commencement of By-Law		
This By-Law was approved by AFPHM Council on 2 July 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.4.9	Wording of “a Physician Education Lead” has changed to “a member who is allocated responsibility for Physician Education”	28 August 2015