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Terms of Reference

Training Committee - Palliative Medicine

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE AUSTRALASIAN CHAPTER OF PALLIATIVE MEDICINE
COMMITTEE TO BE KNOWN AS THE TRAINING COMMITTEE – PALLIATIVE
MEDICINE**



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Chapter of Palliative Medicine (AChPM) Committee pursuant to its By-laws has established the Training Committee – Palliative Medicine.

1.2. The Training Committee – Palliative Medicine has been established to:

- 1.2.1. monitor and assess individual trainee progress in the following programs;
 - Training in Palliative Medicine via the FRACP pathway
 - Training in Palliative Medicine via the Australasian Chapter of Palliative Medicine pathway (FACHPM)
 - Clinical Diploma in Palliative Medicine.
- 1.2.2. confirm completion of training requirements to progress to Fellowship or obtain the Clinical Diploma in Palliative Medicine;
- 1.2.3. monitor training of, and provide support to, supervisors in Palliative Medicine;
- 1.2.4. accredit Training sites or programs in Palliative Medicine;
- 1.2.5. assess recognition of prior learning;
- 1.2.6. monitor and review training program requirements, assessment and curricula in Palliative Medicine in consultation with the relevant Specialty Society(ies) and other stakeholders, and recommend changes to the College Education Committee, via the Adult Medicine Division Education Committee;
- 1.2.7. advise on assessment and resource content;
- 1.2.8. advise on matters relating to Overseas Trained Physicians, as requested;
- 1.2.9. provide advice on specialty specific CPD and other educational resources for members, as appropriate;
- 1.2.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;
- 1.2.11. assess and provide advice on specialist recognition in Palliative Medicine for Fellows in the Paediatric and Child Health Division or Adult Medicine Division who have not completed the Palliative Medicine Training program.

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;
- 1.3.3. form policy independent of the College Education Committee.

1.4. Composition of the Committee

The Committee shall comprise up to 13 members selected by expressions of interest. Committee members should be RACP members, unless otherwise approved. The members shall include:



- 1.4.1. a Chair, nominated by the Committee and approved by the Chapter;
- 1.4.2. an elected Deputy Chair;
- 1.4.3. at least one member belonging to the relevant Specialty Society(ies);
- 1.4.4. a member who is allocated responsibility for New Zealand interests;
- 1.4.5. a member who is allocated responsibility for Paediatric interests;
- 1.4.6. a trainee in Palliative Medicine, or an alternate approved by the committee.

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet once a year face to face with up to four teleconference meetings if required. Additional meetings require approval from the Chapter Committee Chair and the Director of Education.

2. ELECTION AND 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.

3. REPORTING

- 3.1. The Committee is a Committee of the **Australasian Chapter of Palliative Medicine Committee** and must report to them as required from time to time. The Committee also has a responsibility to the Adult Medicine Division Education Committee and the Paediatrics and Child Health Division Education Committee and must report to those Committees as required from time to time.
- 3.2. The Committee may make exception reports to the Division Education Committees, the Australasian Chapter of Palliative Medicine Committee and the College Education Committee to address emergent or risk management issues as required.
- 3.3. All Reviews, pursuant to the College's Reconsideration, Review and Appeal By-Law, are heard by the Adult Medicine Division Education Committee in the case of Adult, Chapter and Diploma Trainees and the Paediatric and Child Health Education Committee in the case of Paediatric trainees.
- 3.4. The Committee will provide summary reports to the relevant Specialty Society(ies) from time to time in the specified format.

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.
- “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.
- “Speciality 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.
- “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 **Australasian Chapter of Palliative Medicine Committee** on **6th March 2015**

By-Law History as from 6th March 2015		
Commencement of By-Law		
This By-Law was approved by Australasian Chapter of Palliative Medicine Committee on 6th March 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.4	An increase of membership from 11 to 13 members.	16 December 2022