

# Curriculum Review Group for Sleep Medicine

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
<b>Document Writer</b>	Education Development Officer
<b>Document Owner</b>	Senior Lead, Curriculum Development
<b>Approved by</b>	Advanced Training Committee in Respiratory Medicine and Sleep Medicine
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<b>Next Review Date</b>	28/07/2024
<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Curriculum Review Group for Sleep Medicine is established under the authority of the Advanced Training Committee in Respiratory and Sleep Medicine to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Term

The term of this Curriculum Review Group for Sleep Medicine is a maximum of 12 months but may be dissolved in less than 12 months if the group has completed the required curriculum development process.

## 2. PURPOSE

The Curriculum Review Group for Sleep Medicine is responsible for developing a new Advanced Training curriculum for Sleep Medicine in accordance with College frameworks, models and processes.

## 3. FUNCTIONS

The functions of the Curriculum Review Group for Sleep Medicine are to:

- evaluate the current state of the training program and make recommendations about how it can be improved
- review and revise a draft new curriculum or curricula according to the RACP curriculum model, including curriculum standards and learning, teaching and assessment programs
- plan a consultation on the new curriculum, including mapping relevant stakeholders
- review the draft curriculum and make recommendations for changes in response to stakeholder feedback
- plan implementation of the new curriculum

The Curriculum Review Group for Sleep Medicine is an advisory and recommending body only and does not have authority to:

- enter into contractual relationships.
- represent or imply in any way that the Curriculum Review Group for Sleep Medicine is a body independent of the College.

## 4. MEMBER COMPOSITION

The members of the Curriculum Review Group for Sleep Medicine will be appointed by the Advanced Training Committee in Respiratory and Sleep Medicine.

The Curriculum Review Group for Sleep Medicine will be supported by the Advanced Training Curricula Renewal project team.

The Curriculum Review Group membership shall comprise of a maximum of 12 individuals who are members of the RACP, comprising:

- 4.1.1 A Chair
- 4.1.2 A Deputy Chair, appointed by the Chair
- 4.1.3 At least one member who is a delegate of the Australasian Sleep Association
- 4.1.4 At least two members who are based in Aotearoa New Zealand, one of whom is a member of the Advanced Training Sub-committee in Respiratory and Sleep Medicine
- 4.1.5 At least two members who are paediatricians
- 4.1.1 At least two members who are trainees at the time of appointment to the Group
- 4.1.2 At least one member who has completed Advanced Training in the specialty within the last five years at the time of appointment to the Group

Any one member may perform multiple roles.

## 5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

### 5.1. Number of Meetings

The Curriculum Review Group shall meet as frequently as determined by the Chair and the needs of the Advanced Training Curricula Renewal project and shall meet face-to-face or by videoconference.

### 5.2. Chair

The Chair or their appointee will Chair all meetings.

### 5.3. Quorum

A quorum is one half of the total College Body membership.

### 5.4. Voting

Decisions will be made by consensus of the majority of members.

## 5.5. Secretariat

Meeting agenda, supporting papers and written outcomes will be provided prior to the date of the meeting.

## 6. REPORTING

The Curriculum Review Group will report, make recommendations and hand over its developed products to the Advanced Training Committee in Respiratory and Sleep Medicine at the end of its term.

## 7. DEFINITIONS

Term	Means
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Advanced Training Committee in Respiratory and Sleep Medicine	Means the Advanced Training Committee in Respiratory and Sleep Medicine of The Royal Australasian College of Physicians

## 8. HISTORY

Commencement		
These Terms of Reference were approved by the Advanced Training Committee in Respiratory and Sleep Medicine and commenced on 28/07/2023		
Revision	Effective Date	Summary of Changes
1.0	28/07/2023	Initial approval/New Document