

**SPECIALIST TRAINING PROGRAM
ADVISORY GROUP**

Terms of Reference

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1. Overview

The purpose of the Specialist Training Program (STP) Advisory Group is to provide advice to the College (via the College Education Committee) on policies governing STP, STP funded projects and Integrated Rural Training Pipeline (IRTP) initiative, to ensure the achievement of outcomes as outlined in the Funding Agreement with the Department of Health (DoH).

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

1.1. Established

The STP Advisory Group was established as a requirement of the Specialist Training Program contract with the Commonwealth Department of Health in 2010, under the authority of the College Education Committee, 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 STP Advisory Group is until 2025.

2. Purpose

The purpose of STP Advisory Group is to provide advice to the College in relation to the STP, STP funded projects and Integrated Rural Training Pipeline (IRTP) programs.

3. Functions

The functions of the STP Advisory Group are:

- a) Provide advice to the College STP Unit
- b) Development of policies and guidelines to assist the College in meeting its obligations under the STP, STP funded projects and Integrated Rural Training Pipeline programs
- c) Development of efficient and transparent processes for assessment of STP applications for funding
- d) Identification of criteria for assessing STP support projects that meet Commonwealth funding criteria, monitoring and reporting on progress of support projects
- e) Provide guidance on STP offers of funding to align with DoH obligations and physician workforce priorities within the College
- f) Review and approve requests to place a Basic Trainee in and Advanced Training position

4. Member Composition

The Membership of the College Body shall comprise up to seven members, comprising:

4.1. Appointed Members

Up to seven appointed members appointed via an Expression of Interest process who:

- a) have experience with Commonwealth-funded specialist training programs;
- b) have a sound understanding of college training program requirements; and
- c) Members will serve a term of three years with an option to extend their membership for another three years
- d) Rural and Private sector representation where possible
- e) One Trainee Nominee for a minimum term of two years appointed by the STP Advisory Group
- f) Geographical representation from around Australia

Fellow members will be appointed by the STP Advisory Group.

Meetings will also be attended by the following College staff members:

- a) Manager, Training Support and Operations
- b) STP Program Manager
- c) Other staff members as determined from time to time

The Chair of the STP Advisory Group will be one of the above Fellows and will be appointed by the STP Advisory Group and ratified by the College Education Committee.

5. Meeting

The Chair or their appointee will Chair all meetings.

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

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

The College Body will meet approximately four times per year or as required, by video conference and one face to face meeting per annum.

6. Reporting

The College Body must report and make recommendations to the Senior Leadership Team as required.

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

7. Definitions

Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
Circular Resolution	A written resolution circulated to College Body members without a meeting being held and passed if 75% members of the respective College Body, entitled to vote on the resolution, sign a document or send an email containing a statement that they are in favour of the resolution set out in the document. The document is called a written or circular resolution.
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
Conflict of Interest	A conflict of interest arises when the interest of a member (or those of their families, friends or other organisations within which they are involved) are incompatible or in competition with the interests of the College. A conflict may relate to either a financial or non-financial interest. A financial interest refers to the possibility of a financial or other material gain arising in connection with decision making (e.g. awarding a contract to a company with which a member is involved, the awarding of a service contract to a member's spouse, the making of a grant to a member's child). A non-financial interest refers to benefits not linked directly to material gain (e.g. career enhancement, professional recognition, status or fame). If not avoidable and not managed appropriately and transparently conflicts of interest have the potential to: damage effective decision making; undermine the functioning of a College Body; and attract adverse publicity. The Conflicts of Interest Policy sets out a process to manage any conflicts and perceived conflicts that may arise from membership of a College Body.
Ex-officio	An ex-officio member of a College Body is a position held by virtue of one's office or official status e.g. Position on a Committee held due to holding office of President. The term of an ex-officio member is equivalent for the term in which they were appointed.
Member of a College Body	An elected or appointed (including Ex-officio and co-opted) member of a College Body, including the President.
Member of the College	This has the same meaning as defined in the Constitution (Fellow or Trainee), including Honorary Fellows.

8. History

Commencement of Terms of Reference (TOR) on 4 November 2021		
These Terms of Reference were approved by the College Education Committee on 16 August 2013 and commenced on that date.		
Subsequent Amendments		
Item	Amendment	Date Commenced
1	Update document and alter which College staff attend Advisory Group meetings	15 August 2014
2	Update document to reflect extension of STP to 2016	12 December 2015
3	DoH amendment to Section 6 Duration to facilitate extensions or changes to funding agreements with the RACP.	21 December 2016
4	Update document and amend to reflect changes to the Terms of Reference and the new chair	September 2019
5	Updated document to reflect extension of STP funding to 2025	4 November 2021
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