

Curriculum Review Group for Public Health Medicine

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Education Development Officer, Curriculum Development
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References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	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 Public Health Medicine is established under the authority of the Australasian Faculty of Public Health Medicine (AFPHM) Council 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 Public Health 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 Public Health Medicine is responsible for developing a new Advanced Training curriculum for Public Health Medicine with standards to ensure training and assessment equip trainees with knowledge, skills and competencies to practice the highest quality public health medicine in accordance with College frameworks, models and processes. This Curriculum Review Group will be supported by FEC and AFPHM Council in this purpose. FEC and AFPHM Council approval precedes CEC approval. CEC is the final approver of all curricula as delegated by the Board in its by-law.

3. FUNCTIONS

The functions of the Curriculum Review Group for Public Health 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 and supporting requests for input and feedback
- evaluate extent of and promote stakeholder engagement in feedback
- receive original and unfiltered stakeholder feedback and evaluate and direct how that feedback is responded to
- review the draft curriculum and make recommendations for changes in response to stakeholder feedback
- draft a curriculum implementation plan pending endorsement by Faculty Education Committee (FEC) for Public Health Medicine, AFPHM Council and College Education Committee (CEC).

The Curriculum Review Group for Public Health 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 Public Health Medicine is a body independent of the College.

4. MEMBER COMPOSITION

The members of the Curriculum Review Group for Public Health Medicine will be appointed by the AFPHM Council.

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

The Curriculum Review Group membership shall comprise of a maximum of 13 individuals who, with the exception if required of 4.1.3, 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 Aboriginal, Torres Strait Islander, Māori or Pacific health professional preferably a member but not essential who brings an understanding of current and future challenges in public health in general and public health medicine in particular as a critical component of a skilled multidisciplinary public health workforce
- 4.1.4 A least one member who is a representative of the Faculty Education Committee in Public Health Medicine
- 4.1.5 A least one member who is a representative of the Faculty Training Committee in Public Health Medicine
- 4.1.6 A least one member who is a representative of the Faculty Assessment Committee in Public Health Medicine
- 4.1.7 At least two members who are based in Aotearoa New Zealand
- 4.1.8 At least two members who are trainees at the time of appointment to the Group
- 4.1.9 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
- 4.1.10 At least one member who brings senior sector experience including as a direct current employer of Public Health Medicine Physicians and/or extensive understanding of public health in general and public health medicine in particular as a critical component of a skilled multidisciplinary public health workforce.

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 as explained by Advanced Training Curricula Renewal project team and shall meet face-to-face or by videoconference. Members should anticipate considerable workload between meetings to ensure successful completion of curriculum renewal.

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 Australasian Faculty of Public Health Medicine Council 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
Australasian Faculty of Public Health Medicine	Means the Australasian Faculty of Public Health Medicine of The Royal Australasian College of Physicians
Faculty Education Committee for Public Health Medicine	Means the Faculty Education Committee for Public Health Medicine of The Royal Australasian College of Physicians
College Education Committee	Means the College Education Committee of The Royal Australasian College of Physicians

8. HISTORY

Commencement		
These Terms of Reference were approved by the AFPHM Council and commenced on 03/08/2023		
Revision	Effective Date	Summary of Changes
1.0	03/08/2023	Initial approval/New Document