



RACP
Specialists. Together
EDUCATE ADVOCATE INNOVATE

Terms of Reference

COVID-19 Expert Reference Group

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE
OF A REFERENCE GROUP OF THE COLLEGE TO BE KNOWN AS THE
COVID-19 EXPERT REFERENCE GROUP**

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1. INTRODUCTION AND PURPOSE

The College's COVID-19 Expert Clinical Reference Group (the Reference Group) has been established by CPAC to advise the RACP on issues affecting the College and its members arising from the COVID-19 pandemic (with the exception of issues relating to exams, education and training programs, which are overseen by the College Education Committee).

2. ROLE AND RESPONSIBILITIES

2.1 The role and responsibilities of the Reference Group is to provide advice on:

- 2.1.1 Leading advocacy on behalf of the College and its members, patients and the health of the community.
- 2.1.2 College activities, in particular college operations and its workforce, including advising on workforce isolation exit strategies.
- 2.1.3 Issues that the College needs to take up relating to the advice provided by governments to the public.
- 2.1.4 Advising on and reviewing COVID-19 related policy and clinical guidance documents developed by College bodies.
- 2.1.5 Liaising with Indigenous Committees and College bodies on COVID-19 related matters.
- 2.1.6 Any other relevant matters, including how best to respond to potential media inquiries.

2.2 The Reference Group will operate in accordance with:

- 2.2.1 These Terms of Reference
- 2.2.2 The Governance of College Bodies By-Law
- 2.2.3 The College's policies and procedures, including the Working Together and Code of Conduct policies.

3. EXTENT OF AUTHORITY

The Reference Group is a development and recommending body only and does not have authority to:

- 3.1 Approve output
- 3.2 Convene without prior approval
- 3.3 Speak on behalf of the College without prior approval

4. MEMBERSHIP

4.1 The Reference Group shall comprise members nominated by the following College Bodies and representative for:

- 4.1.1 Chair (selected from the Reference Group membership)
- 4.1.2 Deputy Chair (selected from the Reference Group membership)
- 4.1.3 College Policy and Advocacy Executive Committee

- 4.1.4 Aboriginal and Torres Strait Islander Health Committee
- 4.1.5 Māori Health Committee
- 4.1.6 Aotearoa New Zealand representative nominated by the Aotearoa New Zealand Committee
- 4.1.7 Private Practice representatives (2 Members):
 - 4.1.7.1 Health Reform Reference Group Lead Fellow
 - 4.1.7.2 Out of Pocket Costs Lead Fellow
- 4.1.8 Representatives nominated by the following College Bodies:
 - 4.1.8.1 Thoracic Society of Australia and New Zealand (TSANZ) (2 Members)
 - 4.1.8.2 Australasian Society for Infectious Diseases (ASID)
 - 4.1.8.3 Australasian Faculty of Public Health Medicine (AFPHM)
 - 4.1.8.4 Australasian Faculty of Occupational and Environmental Medicine (AFOEM)
 - 4.1.8.5 Paediatric and Child Health Division (PCHD)
 - 4.1.8.6 Australian and New Zealand Society for Geriatric Medicine (ANZSGM)
 - 4.1.8.7 Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)
- 4.2 College Bodies may also nominate an Alternate representative who will participate only when the substantive member is absent from the Reference Group meetings.
- 4.3 The Chair (and Deputy Chair) will be selected through an EOI process amongst Reference Group members, by a selection panel comprising members of CPAC and if required other persons with recognised expertise.

5. DURATION

- 5.1 The Reference Group will be established for a period 12 months from the date of the Reference Group's first meeting to undertake the work described in these Terms of Reference, with an option for CPAC to extend.

6. REPORTING

- 6.1 The Reference Group will report to CPAC and the CEO.
- 6.2 The Reference Group will provide CPAC with a written report of its progress against its objectives:
 - 6.2.1 As requested by CPAC.
 - 6.2.2 Upon the cessation of the Reference Group.

7. DEFINITIONS

- "College" means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
- "Fellow" means a Fellow of the College.

“Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.

“College Member” means a Fellow or a Trainee

“Co-opted Member” means an individual who is not a Fellow, Trainee or Director of the College and has the appropriate level of business skills and knowledge required.

Approved by CPAC on 7 May 2020