

Terms of Reference

Aotearoa New Zealand Advanced Training Committee – Dermatology

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND
MAINTENANCE OF A COMMITTEE OF THE AOTEAROA NEW
ZEALAND ADULT MEDICINE DIVISION EDUCATION COMMITTEE
TO BE KNOWN AS THE AOTEAROA NEW ZEALAND ADVANCED
TRAINING COMMITTEE - DERMATOLOGY.**

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1. INTRODUCTION AND PURPOSE

1.1. The Aotearoa New Zealand Adult Medicine Division Education Committee pursuant to its terms of reference has established the Aotearoa New Zealand Advanced Training Committee - Dermatology.

1.2. The Aotearoa New Zealand Advanced Training Committee – Dermatology acknowledges Te Tiriti o Waitangi / The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees.

We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the above principles.

We support appropriate initiatives that will assist Fellows, trainees and staff to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight).

1.3. The Aotearoa New Zealand Advanced Training Committee – Dermatology has been established to:

- 1.3.1. Monitor and assess individual trainee progress in Dermatology;
- 1.3.2. confirm completion of training requirements to progress to Fellowship;
- 1.3.3. monitor training of, and provide support to supervisors in Dermatology;
- 1.3.4. accredit Advanced Training sites or programs in Dermatology;
- 1.3.5. approved recognition of prior learning;
- 1.3.6. monitor and review training program requirements, assessment and curricula in Dermatology in consultation with the relevant Specialty Society (ies) and other stakeholders, and recommend changes to the College Education Committee, via the Aotearoa New Zealand Adult Medicine Division Education Committee;
- 1.3.7. advise on assessment and resource content;
- 1.3.8. advise on matters relating to Overseas Training Physicians, as requested;
- 1.3.9. provide advice on specialty specific CPD and other educational resources, as appropriate.
- 1.3.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;
- 1.3.11. assess and provide advice on specialist recognition in Dermatology for Fellows in the Adult Medicine Division or Paediatric and Child Health Division who have not completed the Dermatology Advanced Training

Program.

1.4. The Committee must not:

- 1.4.1. enter into contractual relationships;
- 1.4.2. represent or imply in any way that the committee is a body independent of the College; or
- 1.4.3. form policy independent of the College Education Committee or undertake activities outside those approved by the College for this Committee

1.5. Composition of the Committee

The Committee shall comprise up to seven (7) members selected by expressions of interest. Committee members should be RACP members, unless otherwise approved. The members shall include:

- 1.5.1. a Chair, nominated by the committee and approved by the Aotearoa New Zealand Adult Medicine Division Education Committee;
- 1.5.2. an elected Deputy Chair;
- 1.5.3. at least one member belonging to the relevant Specialty Society(ies)
- 1.5.4. a member who is allocated responsibility for Paediatric interests;
- 1.5.5. a member of the Aotearoa NZ Adult Medicine Division Education Committee
- 1.5.6. an advanced trainee in Dermatology, or an alternate approved by the committee.

Members may have multiple responsibilities.

1.6. Meetings

The Committee shall meet face to face once annually with up to nine (9) teleconference/videoconference meetings if required. Additional meetings require approval from the Chair of the Aotearoa NZ Adult Medicine Division Education Committee and the Director of Education

2. TERMS 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 Aotearoa New Zealand Adult Medicine Division Education Committee and must report to them as required from time to time, including on matters relating to Adult Medicine Trainees. They must also report to the Aotearoa New Zealand Paediatric and Child Health Division Education Committee on matters relation to Paediatrics Trainees;
- 3.2. The committee may make exception reports to the Aotearoa New Zealand Adult Medicine Division Education Committee, Aotearoa New Zealand Paediatrics and Child Health Division Education Committee or College Education Committee to address emergent or risk management issues as required.
- 3.3. The Committee will provide summary reports to the relevant Specialty Society(ies) from time to time in a 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”	means a Fellow of the College.
“Specialty Society”	Specialty Societies are professional bodies for consultant physicians, which may include other medical practitioners, healthcare workers, researchers and other professional groups engaged in that specialty. Their objectives may include continuing professional development and support of members, involvement in education and research, mentoring of Trainees in their specialty, development and implementation of practice guidelines, and policy and advocacy for healthcare
“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 the College.

By-Law History as from 14 May 2015		
Commencement of By-Law This By-Law was approved by the New Zealand Adult Medicine Division Education Committee on 14 May 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.2	Acknowledging and committing to the principles of Te Tiriti in the By-Laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua	30 November 2018
1.2	Addition of cultural competence clause to introduction	16 August 2019
1.1	Amendment of Committee name from "Advanced Training Committee – Dermatology" to "Aotearoa Advanced Training Committee – Dermatology". Including short form for the Committee "Aotearoa ATC Dermatology"	16 August 2019
1.6	Meetings: Amended the frequency of face-to-face meetings from two to once annually.	6 May 2021
2.2	Terms of Office: Removed clause 2.2	6 May 2021