



The Royal Australasian
College of Physicians

Terms of Reference

Advanced Training Committee - Medical Oncology

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE ADULT MEDICINE DIVISION EDUCATION COMMITTEE TO BE
KNOWN AS THE ADVANCED TRAINING COMMITTEE - MEDICAL ONCOLOGY**



The Royal Australasian
College of Physicians

CONTENTS

1. INTRODUCTION AND PURPOSE	3
2. TERM OF OFFICE	4
3. REPORTING	4
4. DEFINITIONS	5



The Royal Australasian
College of Physicians

1. INTRODUCTION AND PURPOSE

- 1.1. The Adult Medicine Division Education Committee pursuant to its terms of reference has established the Advanced Training Committee – Medical Oncology.**
- 1.2. The Advanced Training Committee – Medical Oncology has been established to:**
- 1.2.1. monitor and assess individual trainee progress in Medical Oncology;
 - 1.2.2. confirm completion of training requirements to progress to Fellowship;
 - 1.2.3. monitor training of, and provide support to, supervisors in Medical Oncology;
 - 1.2.4. accredit Advanced Training sites or programs in Medical Oncology;
 - 1.2.5. assess recognition of prior learning;
 - 1.2.6. monitor and review training program requirements, assessment and curricula in Medical Oncology in consultation with the relevant Specialty Society(ies) and other stakeholders and recommend changes to the College Education Committee, via the Adult Medicine Division Education Committee;
 - 1.2.7. advise on assessment and resource content;
 - 1.2.8. advise on matters relating to Overseas Trained Physicians, as requested;
 - 1.2.9. provide advice on specialty specific CPD and other educational resources for members, as appropriate;
 - 1.2.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;
 - 1.2.11. assess and provide advice on specialist recognition in Medical Oncology for Fellows in the Paediatric and Child Health Division or Adult Medicine Division who have not completed the Medical Oncology Advanced Training program.
- 1.3. The Committee must not:**
- 1.3.1. enter into contractual relationships;
 - 1.3.2. represent or imply in any way that the Committee is a body independent of the College; or
 - 1.3.3. form policy independent of the College Education Committee.



The Royal Australasian
College of Physicians

1.4. Composition of the Committee

The Committee shall comprise up to 11 members selected by expressions of interest. The Roles of Committee members shall include:

- 1.4.1. a Chair, nominated by the Committee and approved by the Division Education Committees;
- 1.4.2. a Deputy Chair;
- 1.4.3. at least one member belonging to the relevant Specialty Society(ies);
- 1.4.4. a member who is allocated responsibility for New Zealand interests;
- 1.4.5. a member who is allocated responsibility for Paediatric interests;
- 1.4.6. an advanced trainee in Medical Oncology, or an alternate approved by the committee.

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chair of the Adult Medicine Division Education Committee and the Director of Education.

1.6. Subcommittee

The Advanced Training Committee – Medical Oncology will establish the NZ Advanced Training Subcommittee in Medical Oncology to consider relevant operational issues relating to New Zealand trainees in Medical Oncology.

2. TERM 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.
- 2.2. The term of membership for nominated positions to the Committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment.

3. REPORTING

- 3.1. The Committee is a Committee of **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 Paediatric and Child Health Division Education Committee on matters relating to Paediatric Trainees.
- 3.2. The Committee may make exception reports to the Adult Medicine Division Education Committee, Paediatric and Child Health Division Education Committee or



The Royal Australasian
College of Physicians

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 the 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.

Approved by **Adult Medicine Division Education Committee** on **20 April 2015**.

By-Law History as from 20 April 2015		
Commencement of By-Law		
This By-Law was approved by Adult Medicine Division Education Committee on 20 April 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced