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## **Terms of Reference**

# **Aotearoa New Zealand Advanced Training Subcommittee - Geriatric Medicine**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE ADVANCED TRAINING COMMITTEE – GERIATRIC MEDICINE  
TO BE KNOWN AS THE AOTEAROA NEW ZEALAND ADVANCED TRAINING  
SUBCOMMITTEE – GERIATRIC MEDICINE.**



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## 1. INTRODUCTION AND PURPOSE

**1.1. The Advanced Training Committee – Geriatric Medicine pursuant to its terms of reference has established the Aotearoa New Zealand Advanced Training Subcommittee – Geriatric Medicine.**

**1.2. The Aotearoa New Zealand Advanced Training Subcommittee – Geriatric Medicine acknowledges Te Toirito o Waitangi / The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees.**

**1.2.1** 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.

**1.3. The Aotearoa New Zealand Advanced Training Subcommittee – Geriatric Medicine has been established to:**

- 1.3.1. Monitor and assess individual trainee progress in Geriatric Medicine in New Zealand;
- 1.3.2. confirm completion of training requirements to progress to Fellowship;
- 1.3.3. provide support to supervisors in Geriatric Medicine in New Zealand;
- 1.3.4. accredit Advanced Training sites or programs in Geriatric Medicine in New Zealand;
- 1.3.5. assess recognition of prior learning in Geriatric Medicine in New Zealand;
- 1.3.6. provide feedback on training program requirements, assessment, curricula and resource content as requested by the Advanced Training Committee – Geriatric Medicine;
- 1.3.7. advise on assessment and resource content;
- 1.3.8. provide advice to the MCNZ on OTP applications, as requested by the NZ OTP Unit; and
- 1.3.9. provide advice on specialty specific CPD and other educational resources for members in New Zealand, 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 Geriatric Medicine for NZ Fellows who have not completed the Specialty Advanced Training Program.



### **1.4. The Subcommittee must not:**

- 1.4.1. enter into contractual relationships;
- 1.4.2. represent or imply in any way that the subcommittee 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 Subcommittee**

The Committee shall comprise up to 6 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 Subcommittee and approved by the Advanced Training Committee – Geriatric Medicine;
- 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 New Zealand trainee in Geriatric Medicine, or an alternate approved by the committee.

Members may have multiple responsibilities.

The Chair of the NZ Subcommittee, or their delegate, will act as the Deputy Chair on the Advanced Training Committee – Geriatric Medicine.

### **1.6. Meetings**

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

## **2. TERM OF OFFICE**

- 2.1. Members of the Subcommittee 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 Subcommittee is a Committee of Advanced Training Committee – Geriatric Medicine and must report to them as required from time to time.
- 3.2. The Subcommittee may make, through the Advanced Training Committee – Geriatric Medicine, exception reports to the Aotearoa New Zealand Adult Medicine 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 the specified format.
- 3.4. Reviews of decisions of the Aotearoa NZ Subcommittee in Geriatric Medicine will be undertaken by a panel convened by the Aotearoa NZ Adult Medicine Division Education Committee.

### 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.**



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| By-Law History as from 20 April 2015   |                                    |               |
|--|------------------------------------|---------------|
| Commencement of By-Law   |                                    |               |
| This By-Law was approved by New Zealand Adult Medicine Division Education Committee on 20 April 2015 and commenced on that date. |                                    |               |
| Subsequent amendments to By-Law  |                                    |               |
| Item   | Amendment                          | Commenced     |
| 1.2  | Addition of The Treaty of Waitangi | November 2018 |
| 1.6  | Frequency of meetings amended      | May 2021      |
| 2.2  | Terms of office deleted            | May 2021      |



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