

Faculty Training | Training Program Committee – Occupational & Environmental Medicine

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	6 November 2025
Next Review Date	April 2026
References/Legislation	<i>Corporations Act 2001 (Cth)</i>
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.

Contents

1. INTRODUCTION.....	3
1.1 Established	3
2. PURPOSE	3
3. FUNCTION	3
4. COLLEGE BODY PROHIBITIONS.....	4
5. MEMBER COMPOSITION.....	4
5.1 Chair and Deputy Chair.....	4
5.2 Ex-Officio Members.....	4
5.3 Appointed Members	4
5.4 Co-opted members	5
6. ESTABLISHMENT OF COMMUNITIES.....	5
7. MEETING.....	5
7.1 Number of meetings.....	5
7.2 Chair	5
7.3 Quorum.....	5
7.4 Voting.....	5
7.5 Secretariat	5
8. INDIGENOUS OBJECT	5
9. REPORTING.....	6
10. DEFINITIONS	6
11. HISTORY.....	6

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 Training Program Committee – Occupational & Environmental Medicine (College Body) is established under the authority of the Training Program Management Committee to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The College Body will be responsible for the oversight of the Faculty Training Program in Occupational & Environmental Medicine in Aotearoa New Zealand and Australia.

3. FUNCTION

The functions of the College Body are to oversee, for the relevant training program, in accordance with College policies and procedures:

- a) Entry to the training program
- b) Recognition of Prior Learning, and modifications to training program requirements for individual trainees
- c) Prospective approval of proposed training
- d) Monitoring of trainee progress, progress decisions and enhanced training support
- e) Applications for Special Requests
- f) Support for supervisors
- g) Confirmation of completion of training program requirements for admission to Fellowship
- h) Development and improvement of training program curriculum including making recommendations for moderate and major changes
- i) Accreditation of training settings
- j) Assessment and examinations
- k) Advice on assessment of Overseas Trained Physicians (OTPs)
- l) Reconsideration of committee decisions and review of decisions made by child committees (if relevant)

- m) Approval of applications for Post Fellowship Specialty Recognition
- n) Monitoring of risks and issues within the training program and escalation of these to the Training Program Management Committee.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

The College Body shall comprise up to 17 members including:

5.1 Chair and Deputy Chair

- Chair, appointed within the membership
- Deputy Chair, appointed within the membership

5.2 Ex-Officio Members

- Up to two (2) permanent delegates of the Faculty Assessment Committee – Occupational & Environmental Medicine, with focus on examination delivery

5.3 Appointed Members

- Two (2) Trainees in Occupational & Environmental Medicine
- Aotearoa New Zealand Representative
- Environmental Lead
- Accreditation Lead
- OTP Assessment Lead
- Training Program Director, Aotearoa New Zealand
- Training Program Director, NSW
- Training Program Director, QLD
- Training Program Director, SA

- Training Program Director, VIC
- Training Program Director, WA
- Member with skills that assist the work of the College Body.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities.

5.4 Co-opted members

Co-opted members may be appointed for a particular purpose or term.

6. ESTABLISHMENT OF COMMUNITIES

The College Body may, subject to the Governance of College Bodies By-Law, create and dissolve specific purpose Communities to act as a Progress Review Panel (Secondary) as described in Appendix A.

7. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

7.1 Number of meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference or videoconference. One (1) face to face meeting may be held each year.

7.2 Chair

The Chair or their appointee will Chair all meetings.

7.3 Quorum

A quorum is one half of the total College Body membership.

7.4 Voting

Decisions will be made by consensus of the majority of members.

7.5 Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

8. INDIGENOUS OBJECT

Activity of the College Body will align with the RACP object to demonstrate a commitment to Indigenous aspirations and outcomes by:

- a) respecting and promoting the principles as enshrined in the [Uluru Statement from the Heart](#), [Te Tiriti o Waitangi](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#)
- b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities
- c) acknowledge the world views, protocols and cultures of Aboriginal and Torres Strait Islander peoples and Māori.

The College Body supports all initiatives that embed cultural safety across the RACP including both members and staff.

9. REPORTING

Reporting requirements are still being determined for all committees under the new structure.

The College Body must report agreed training program activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies as required.

10. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
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
Conflict of Interest	Has the same meaning as the Governance of College Bodies By-law
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Member of a College Body	Has the same meaning as the Governance of College Bodies By-law
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Parent Body	Has the same meaning as the Governance of College Bodies By-law

11. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed as per the Board-approved education governance committee structure, June 2024. Subsequent changes post-implementation, from September 2026 onwards, must be approved by the Training Program Management Committee.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
1.0		Final version under the Board-approved new education governance structure.

Appendix A - RACP Progress Review Panel (Secondary)

1. PURPOSE

The purpose of a Progress Review Panel (Secondary) is to review trainee progress and record progression decisions, according to training requirements and progression criteria.

2. FUNCTIONS

The functions of a Progress Review Panel (Secondary) are to:

- a) Review trainee's progress against established progression criteria and recommend progression decisions including training conditions.
- b) Identify trainees who may need additional support via the training support pathway.
- c) Propose modified training requirements (including training conditions) for individual trainees, as appropriate.
- d) Record recommended trainee progression decisions via the Training Management Platform (TMP) for review and endorsement by the relevant training program committee.
- e) Uphold College policy requirements including privacy policy, conflicts of interest, and code of conduct in all discussions and activities.

3. MEMBERSHIP

A Progress Review Panel (Secondary) shall comprise of College members and other individuals with interest, experience and expertise in assessment and medical education relevant to the training program. Members must be able to use training data to make judgements on outcomes and engage in collegial discussions to reach decisions.

Refer to Progress Review Panel Guide for recommendations on panel composition.

4. REPORTING

A Progress Review Panel (Secondary) is accountable to the relevant training program committee, and any progression decisions made are reviewed by the committee for endorsement prior to publication.