

# Faculty Training Committee – Public Health Medicine

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
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<b>Approved by</b>	Australasian Faculty of Public Health Medicine (AFPHM) Education Committee
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<b>References/Legislation</b>	<i>Corporations Act 2001</i> (Cth)
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	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.*

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## 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 Faculty Training Committee – Public Health Medicine is established under the authority of the Australasian Faculty of Public Health Medicine (AFPHM) Education Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Term

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.

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

## 2. PURPOSE

The purpose of Faculty Training Committee – Public Health Medicine is to provide advice and support to the AFPHM Education Committee (FEC) on teaching and learning matters relevant to public health medicine trainees, and oversee regional processes for recruitment, training, career development and support of public health medicine trainees.

## 3. FUNCTIONS

The functions of the Faculty Training Committee – Public Health Medicine are:

- a) assess eligibility and commencement of training;
- b) monitor and assess the progress of individual trainees in Public Health Medicine;
- c) assess recognition of prior learning (RPL);
- d) monitor and review training program requirements and curricula in Public Health Medicine in consultation with relevant stakeholders and recommend changes to the AFPHM Education Committee;
- e) oversee and review the training program at a regional level in consultation with stakeholders recommending changes, as appropriate;
- f) modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and
- g) advise on recruitment, support and development for trainees.

The Committee must not:

- a) enter into contractual relationships;
- b) represent or imply in any way that the committee is a body independent of the College;
- c) form education policy independent of the College Education Committee.

#### **4. MEMBER COMPOSITION**

The Membership of the College Body shall comprise up to eleven (11) members selected by expressions of interest. Members may have multiple responsibilities.

##### **4.1. Ex-officio Members**

- a Chair appointed by the Faculty Education Committee

##### **4.2. Appointed Members**

*[Members appointed via an Expression of Interest process]*

Up to 11 appointed members comprising:

- an elected Deputy Chair;
- a member who is allocated responsibility for New Zealand interests;
- up to two advanced trainees in Public Health Medicine

##### **4.3. Co-opted members**

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

#### **5. MEETING**

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

##### **5.1. Number of Meetings**

The College Body shall hold a minimum of four (4) meetings per calendar year and shall meet by teleconference, face to face (twice annually) and/or videoconference. Additional meetings require approval from the Chair of the Faculty Education Committee and the Executive General Manager, Education, Learning and Assessment.

##### **5.2. Chair**

The Chair or their appointee will Chair all meetings.

##### **5.3. Quorum**

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

#### 5.4. Voting

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

#### 5.5. Secretariat

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

### 6. REPORTING

The College Body must report and make recommendations to the AFPHM Education Committee as required.

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

### 7. 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

### 8. HISTORY

Commencement		
These Terms of Reference were approved by the AFPHM Faculty Education Committee and commenced on 17 June 2015.		
Revision	Effective Date	Summary of Changes
1.0	17 June 2015	Initial approval/New Document
2.0	29 July 2024	Removed 'Working Group' from definition table
3.0		