



**RACP**  
**Specialists. Together**  
EDUCATE ADVOCATE INNOVATE



Australasian Faculty of  
Rehabilitation Medicine

## **Terms of Reference**

# **Faculty Paediatric Training and Assessment Committee – Rehabilitation Medicine**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE AUSTRALASIAN FACULTY OF REHABILITATION MEDICINE  
EDUCATION COMMITTEE TO BE KNOWN AS THE FACULTY PAEDIATRIC TRAINING  
AND ASSESSMENT COMMITTEE – REHABILITATION MEDICINE**



**RACP**  
**Specialists. Together**  
EDUCATE ADVOCATE INNOVATE



Australasian Faculty of  
Rehabilitation Medicine

## CONTENTS

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



## 1. INTRODUCTION AND PURPOSE

**1.1. The Australasian Faculty of Rehabilitation Medicine (AFRM) Education Committee pursuant to its terms of reference has established the Faculty Paediatric Training and Assessment Committee – Rehabilitation Medicine.**

**1.2. The Faculty Paediatric Training and Assessment Committee – Rehabilitation Medicine has been established to:**

- 1.2.1. assess eligibility and approve entry into the training program;
- 1.2.2. monitor and assess individual paediatric trainee progress in Paediatric Rehabilitation Medicine;
- 1.2.3. confirm completion of training requirements to progress to Fellowship;
- 1.2.4. monitor training of, and provide support to, supervisors in Paediatric Rehabilitation Medicine;
- 1.2.5. assess recognition of prior learning (RPL);
- 1.2.6. monitor and review training program requirements, assessment and curricula in Paediatric Rehabilitation Medicine in consultation with relevant stakeholders and recommend changes to the College Education Committee, via the AFRM Education Committee;
- 1.2.7. modify training requirements for individual Paediatric Rehabilitation Medicine trainees, as appropriate, in accordance with College policies and procedures;
- 1.2.8. assess and provide advice on speciality recognition in Paediatric Rehabilitation Medicine for Fellows who have not completed the training program;
- 1.2.9. oversee the calibration of examiners and assessors of other assessment items
- 1.2.10. oversee the coordination of examination and assessment items and processes
- 1.2.11. oversee examination coordination and appointment and training of assessors/examiners and assessment/examining panels
- 1.2.12. engage in continuous quality improvement of all assessments, recommending policy and program change to the College Education Committee, via the Faculty Education Committee
- 1.2.13. review audit and analysis of written and practical data on all examinations and assessments, suggesting policy and procedure changes to the College Education Committee, via the Faculty Education Committee, as appropriate;
- 1.2.14. Provide annual reports to the College Assessment Committee and the Faculty Education Committee on the following matters:
  - 1.2.14.1. summary of examinations and assessment undertaken
  - 1.2.14.2. the conduct of examinations and assessments
  - 1.2.14.3. feedback, remediation and re-testing
  - 1.2.14.4. technical and operational improvements made
  - 1.2.14.5. College assessment standards and policies



- 1.2.14.6. programs of assessment
- 1.2.14.7. assessment blueprints
- 1.2.14.8. examination blueprints, results and psychometric analyses

1.2.15. advise on support and development for trainees.

**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;
- 1.3.3. form education policy independent of the College Education Committee.

**1.4. Composition of the Committee**

The Committee shall comprise up to ten (10) members selected by expressions of interest. The members shall include:

- 1.4.1. a Chair appointed by the Faculty Education Committee;
- 1.4.2. an elected Deputy Chair;
- 1.4.3. a member who is allocated responsibility for New Zealand interests;
- 1.4.4. a member who is allocated responsibility for Site Accreditation;
- 1.4.5. a Paediatric Rehabilitation trainee, or an alternate approved by the committee;
- 1.4.6. a member who is allocated responsibility for Paediatric Rehabilitation Medicine Examinations
  - 1.4.6.1. A member with allocation for Fellowship Clinical Examination interests;
  - 1.4.6.2. A member with allocation for Fellowship Written Examination interests;

Members may have multiple responsibilities.

**1.1. Meetings**

The committee shall meet face to face twice annually with an additional two teleconference meetings if required. Additional meetings require approval from the Chair of the Faculty Education Committee and the Director of Education.

**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 AFRM Education Committee and must report to them as required from time to time.
- 3.2. The Committee may make exception reports to the AFRM Education Committee, College Education Committee or College Assessment Committee to address emergent or risk management issues as required. The Committee should also report to the Paediatric & Child Health Division in relation to confirmation of FRACP requirements.

### 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 Faculty of Rehabilitation Medicine.
- “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 Faculty of Rehabilitation Medicine.

Approved by **Faculty Education Committee** on **10 March 2017**.

<b>By-Law History as from 10 March 2017</b>		
<b>Commencement of By-Law</b>		
This By-Law was approved by the <b>Faculty Education Committee</b> on <b>10 March 2017</b> and commenced on that date.		
<b>Subsequent amendments to By-Law</b>		
<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>