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Terms of Reference

Aotearoa New Zealand Advanced Training Committee - General & Acute Care Medicine

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE NEW ZEALAND ADULT MEDICINE DIVISION EDUCATION
COMMITTEE TO BE KNOWN AS THE AOTEAROA NEW ZEALAND ADVANCED
TRAINING COMMITTEE - GENERAL & ACUTE CARE MEDICINE**



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1. INTRODUCTION AND PURPOSE

1.1. The New Zealand Adult Medicine Division Education Committee pursuant to its terms of reference has established the Aotearoa New Zealand Advanced Training Committee – General & Acute Care Medicine.

1.2. The Aotearoa New Zealand Advanced Training Committee – General and Acute Care Medicine acknowledges Te Toirito o Waitangi / The Treaty of Waitangi and the foundation principles of bicultural partnerships, 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 Committee – General & Acute Care Medicine has been established to:

- 1.3.1. monitor and assess individual trainee progress in General & Acute Care Medicine for New Zealand trainees;
- 1.3.2. confirm completion of training requirements to progress to Fellowship for New Zealand trainees;
- 1.3.3. monitor training of, and provide support to, supervisors in General & Acute Care Medicine in New Zealand;
- 1.3.4. accredit Advanced Training sites or programs in General & Acute Care Medicine in New Zealand;
- 1.3.5. assess recognition of prior learning for New Zealand trainees;
- 1.3.6. monitor and review training program requirements, assessment and curricula in General & Acute Care Medicine in consultation with the relevant Specialty Society(ies) and other stakeholders, and recommend changes to the College Education Committee, via the New Zealand Adult Medicine Division Education Committee. This should be done in consultation with the Advanced Training Committee in General & Acute Care Medicine (Australia);
- 1.3.7. advise on assessment and resource content;
- 1.3.8. advise on matters relating to Overseas Trained Physicians, as requested;
- 1.3.9. provide advice on speciality specific CPD and other educational resources for members, 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 General & Acute Care Medicine for Fellows in the Adult Medicine Division who have not completed the General & Acute Care Medicine Advanced Training program.



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1.4. The Committee must not:

- 1.4.1. enter into contractual relationships;
- 1.4.2. represent or imply in any way that the Committee is a body independent of the College; or
- 1.4.3. form policy independent of the College Education Committee.

1.5. Composition of the Committee

The Committee shall comprise up to 11 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 Committee and approved by the Division Education Committee;
- 1.5.2. an elected Deputy Chair;
- 1.5.3. at least one member belonging to the relevant Specialty Society(ies);
- 1.5.4. an advanced trainee in General & Acute Care Medicine from New Zealand, or an alternate approved by the committee;
- 1.5.5. the Chair, or permanent delegate, of the Advanced Training Committee in General & Acute Care Medicine (Australia) as an ex-officio member.

Members may have multiple responsibilities.

1.6. Meetings

The Committee shall meet face to face once annually with up to nine (9) teleconference/videoconference meetings if required. Additional meetings require approval from the Chair of the New Zealand Adult Medicine Division 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.



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3. REPORTING

- 3.1. The Committee is a Committee of **New Zealand Adult Medicine Division Education Committee** and must report to them as required from time to time.
- 3.2. The Committee may make exception reports to the 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.

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”	means an independent organisation that contributes to physician education through their members’ involvement in College education committees and activities
“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 **New Zealand Adult Medicine Division Education Committee** on **14 May 2015**.

By-Law History as from 14 May 2015		
Commencement of By-Law		
This By-Law was approved by New Zealand Adult Medicine Division Education Committee on 14 May 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