

Terms of Reference

Aotearoa New Zealand Advanced Training Subcommittee - Infectious Diseases

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

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1. INTRODUCTION AND PURPOSE

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

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

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 – Infectious Diseases has been established to:

- 1.3.1. Monitor and assess individual trainee progress in Infectious Diseases in Aotearoa New Zealand;
- 1.3.2. confirm completion of training requirements to progress to Fellowship;
- 1.3.3. provide support to supervisors in Infectious Diseases in New Zealand;
- 1.3.4. accredit Advanced Training sites or programs in Infectious Diseases in Aotearoa New Zealand;
- 1.3.5. assess recognition of prior learning in Infectious Diseases in Aotearoa New Zealand;
- 1.3.6. provide feedback on training program requirements, assessment, curricula and resource content as requested by the Advanced Training Committee – Infectious Diseases;
- 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 Aotearoa 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 Infectious Diseases 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 – Infectious Diseases;
- 1.5.2. a Deputy Chair;
- 1.5.3. at least one member belonging to the relevant Specialty Society(ies) (Australasian Society for Infectious Diseases (ASID));
- 1.5.4. a member who is allocated responsibility for Paediatric interests;
- 1.5.5. a New Zealand trainee in Infectious Diseases, or an alternate approved by the committee.

Members may have multiple responsibilities.

1.6. Meetings

The Subcommittee shall meet face to face a maximum of twice annually with up to four additional teleconference meetings if required. Additional meetings require approval from the Adult Medicine Divisional Education Committee and the Director of Education.

2. TERMS 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.
- 2.2 The term of membership for nominated positions to the Subcommittee 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 Subcommittee is a Committee of Advanced Training Committee – Infectious Diseases and must report to them as required from time to time.
- 3.2. The Subcommittee may make, through the Advanced Training Committee – Infectious Diseases, exception reports to the Aotearoa New Zealand Adult Medicine Division Education Committee, Aotearoa New Zealand Paediatrics and Child Health 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 a specified format.
- 3.4. Review of decisions of the NZ Subcommittee in Infectious Diseases will be undertaken by a panel convened by the NZ Adult Medicine Division Education Committee. If the review is for a paediatric trainee, the panel will include representation from the NZ Paediatric & Child Health 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”	means...CURRENTLY UNDER DEVELOPMENT
“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 the **Adult Medicine Division Education Committee (AMDEC)** on **25 September 2015**.

By-Law History as from 25 September 2015		
Commencement of By-Law		
This By-Law was approved by AMDEC on 25 September 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.2	Addition of the Treaty of Waitangi clause was included	29 November 2018
