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## **Terms of Reference**

# **Aotearoa New Zealand Adult Medicine Division Education Committee**

## **(Aotearoa NZ AMDEC)**

**TERMS OF REFERENCE PURSUANT TO THE TERMS OF REFERENCE OF THE  
AOTEAROA NEW ZEALAND ADULT MEDICINE DIVISION COMMITTEE FOR THE  
ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE TO BE KNOWN AS THE  
AOTEAROA NEW ZEALAND ADULT MEDICINE DIVISION EDUCATION COMMITTEE**

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## 1. INTRODUCTION AND PURPOSE

- 1.1. The Aotearoa New Zealand Adult Medicine Division Committee, pursuant to its By-Laws, has established the Aotearoa New Zealand Adult Medicine Division Education Committee (Aotearoa NZ AMDEC).
- 1.2. The Aotearoa New Zealand Adult Medicine Division Education Committee 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. We support appropriate initiatives that will assist Fellows, trainees and staff to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight).

- 1.3. The Aotearoa New Zealand Adult Medicine Division Education Committee has been established to:
  - 1.3.1. implement College Education Policy as approved by the College Education Committee (CEC) in the Division in Aotearoa New Zealand;
  - 1.3.2. implement the Colleges Strategic Direction in relation to education in the Division in Aotearoa New Zealand;
  - 1.3.3. ensure standardisation in basic and advanced training delivery across all specialty areas;
  - 1.3.4. ensure all forms of assessment are conducted fairly, efficiently and in a transparent manner and in accordance with standards;
  - 1.3.5. oversee the accreditation for a Training Setting and its Basic Training Programs, ensuring accreditation is conducted fairly, efficiently, in a transparent manner and in accordance with standards for both divisional and joint decisions;
  - 1.3.6. advise CEC on education policy and program development for Division Advanced and Basic Training and Chapter Training programs as appropriate;
  - 1.3.7. work collaboratively with Specialty Societies and other key stakeholders on education development and delivery;
  - 1.3.8. monitor basic and advanced training program requirements and curricula, recommending changes to the College Education Committee;
  - 1.3.9. review reports from the NZ CPD Committee and provide feedback and advice, as appropriate, and;
  - 1.3.10. undertake other functions as required by the Division, Aotearoa New Zealand Committee or Board approved policy or By-Law. This may include acting as a Review Committee pursuant to the Reconsideration, Review and Appeal By-Law or reviewing subordinate committee decisions relating to individual trainee or Fellow progress.

## **2. LIMITATIONS**

- 2.1. The Committee must not: -
- 2.1.1. enter into contractual relationships;
  - 2.1.2. represent or imply in any way that the committee is a body independent of the College; or
  - 2.1.3. form education policy independent of the CEC.

## **3. COMPOSITION OF THE COMMITTEE**

- 3.1. The Committee shall comprise up to thirteen (13) members. Committee members should be RACP members, unless otherwise approved. Members should represent a mix of urban and provincial areas. The members shall include:
- 3.1.1. a Chair, elected by the Committee and appointed by the New Zealand Division Committee;
  - 3.1.2. an elected Deputy Chair;
  - 3.1.3. the Chair or permanent delegate of the Adult Medicine Division Education Committee (Australia);
  - 3.1.4. a permanent delegate of the Aotearoa New Zealand OTP Committee;
  - 3.1.5. a permanent delegate of the Aotearoa New Zealand CPD Committee;
  - 3.1.6. a member who is allocated responsibility for assessment;
  - 3.1.7. a member who is allocated responsibility for accreditation;
  - 3.1.8. two (2) Chairs or permanent delegates from the Aotearoa New Zealand Advanced Training Committees or Subcommittees;
  - 3.1.9. the Chair, or permanent delegate, from the Aotearoa New Zealand Maori Health Committee;
  - 3.1.10. two (2) trainees (one (1) Basic, one (1) Advanced), or alternates approved by the Committee. If the Basic Training member enters the RACP Advanced Training Program during their term, the trainee should be allowed to complete their term on the Committee;
  - 3.1.11. a member with skills that can assist with the work of the Committee.
- 3.2. Members may have multiple responsibilities.
- 3.3. Where any committee member outlined in clause 3 is unwilling or unable to nominate a delegate, the position on Aotearoa NZ AMDEC may be filled for a fixed term with an individual possessing skills who can assist with the work of the Committee. The position will be filled in accordance with the process set out in the Governance of College Bodies Bylaw.
- 3.4. On completion of any fixed term the Aotearoa NZ AMDEC will seek expressions of interest as guided by the clause 3.

## **4. MEETINGS (HUI)**

- 4.1. The Committee shall meet six (6) times a year, with one (1) face to face and the remaining meetings held virtually. Up to two (2) shall be joint meetings of the

Aotearoa New Zealand Adult Medicine Division Education Committee and the Aotearoa New Zealand Paediatrics & Child Health Division Education Committee to discuss and agree on decision regarding accreditation. Additional meetings will require approval from the RACP President (or the Chief Executive Officer) and the Director of Education, Learning, Assessment.

#### 4.2. Subcommittees and Working Groups

4.2.1. The Aotearoa New Zealand Adult Medicine Division Education Committee will establish the following standing Committee to consider relevant issues in more detail:

4.2.1.1. The Aotearoa New Zealand Advanced Training Committee in General Medicine; and

4.2.1.2. The Aotearoa New Zealand Advanced Training Committee in Dermatology.

4.2.2. The Aotearoa New Zealand Adult Medicine Division Education Committee will convene panels to consider reviews of decisions of all Aotearoa New Zealand Advanced Training Subcommittees, as required. If the review is convened by a subcommittee of the Aotearoa New Zealand Paediatrics & Child Health Division Education Committee, but is for an Adult Internal Medicine trainee, the panel will include representation from the Aotearoa New Zealand Adult Medicine Division Education Committee.

4.2.3. The Committee may, subject to Aotearoa New Zealand Adult Medicine Committee and Director of Education, Learning, Assessment approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

#### 4.3. Joint Accreditation Meeting

4.3.1. The Aotearoa New Zealand Adult Medicine Division Education Committee will meet jointly with the Aotearoa New Zealand Paediatrics & Child Health Division Education Committee to discuss the joint component of any accreditation visit and come to a consensus decision. The composition of this meeting must be a minimum of four (4) members from each Committee making the total members required at these meetings eight (8).

### 5. TERM OF OFFICE

5.1. Terms of office is set in the Governance of College Bodies By-law as this is the ruling governance document for all committee across the College.

### 6. REPORTING

6.1. The Committee is a Committee of **Aotearoa New Zealand Adult Medicine Division Committee** and must report to them as required. This includes reporting biannually on issues arising from Reviews.

6.2. The Committee may make exception reports to the Aotearoa **New Zealand Adult Medicine Division Committee** to address emergent or risk management issues as required.

## 7. DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means the Royal Australasian College of Physicians (ACN 000 039 047)
“College Education Policy”	means education program rules approved by the College Education Committee or College Board.
“Constitution”	means the Constitution of the College as amended from time to time.
“Co-opted member”	from time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co- opt members for a specified time or for a specified task.
“Fellow”	has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Permanent Delegate”	means a person taking the place of a chair member of the CEC. The Permanent Delegate will hold the position for the duration of the term of the chair member they are replacing.
“Trainee”	means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.

**Terms of Reference History as from 13 March 2015** and commenced on that date  
Approved by the New Zealand Adult Medicine Division Committee

**Subsequent amendments to Terms of Reference**

<b>Item</b>	<b>Amendment</b>	<b>Commenced</b>
1.4	Member numbers increased from 12 to 13	12 September 2016
1.4.10	Increase from one to two Trainee Representatives; one Basic Training trainee and one Advanced Training trainee	12 September 2016
1.2	Acknowledging and committing to the principles of the Te Tiriti in the By-law of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.	17 August 2018
1.2	Addition of cultural competence clause to introduction	16 October 2019
1.1	Amendment of Committee name from "NZ Adult Medicine Division Education Committee" to "Aotearoa New Zealand Adult Medicine Division Education Committee". Including short form for the Committee "Aotearoa NZ AMDEC" noting "Aotearoa" is not to be abbreviated	16 October 2019
1.3.5	Addition of 'oversee the accreditation for a Training Setting and its Basic Training Programs, ..... for both divisional and joint decisions;'	16 August 2021
4.1 / 5.1	Change to the number of face-to-face meetings and terms of office as updated in the Governance of College Bodies By-law.	16 August 2021
4.3.1	Addition of 'Joint Accreditation Meeting'  The Aotearoa New Zealand Adult Medicine Division Education Committee will meet jointly with the Aotearoa New Zealand Paediatrics & Child Health Division Education Committee to discuss the joint component of any accreditation visit and come to a consensus decision. The composition of this meeting must be a minimum of four (4) members from each Committee making the total members required at these meetings eight (8).	16 August 2021