



The Royal Australasian  
College of Physicians

## **Terms of Reference**

# **Aotearoa New Zealand Advanced Training Subcommittee - Respiratory and Sleep Medicine**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE ADVANCED TRAINING COMMITTEE – RESPIRATORY &  
SLEEP TO BE KNOWN AS THE AOTEAROA NEW ZEALAND ADVANCED TRAINING  
SUBCOMMITTEE RESPIRATORY & SLEEP MEDICINE.**



The Royal Australasian  
College of Physicians

## CONTENTS

<b>1. INTRODUCTION AND PURPOSE.....</b>	<b>3</b>
<b>2. TERM OF OFFICE.....</b>	<b>4</b>
<b>3. REPORTING.....</b>	<b>4</b>
<b>4. DEFINITIONS .....</b>	<b>5</b>



The Royal Australasian  
College of Physicians

## **1. INTRODUCTION AND PURPOSE**

**1.1. The Advanced Training Committee – Respiratory and Sleep pursuant to its terms of reference has established the Aotearoa New Zealand Advanced Training Subcommittee Respiratory and Sleep Medicine.**

**1.2. The Aotearoa New Zealand Advanced Training Subcommittee Respiratory and Sleep Medicine acknowledges Te Tiriti ō 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 Advanced Training Subcommittee Respiratory and Sleep Medicine has been established to:**

- 1.3.1. Monitor and assess individual trainee progress in Respirator and Sleep Medicine in New Zealand;
- 1.3.2. confirm completion of training requirements to progress to Fellowship;
- 1.3.3. provide support to supervisors in Respiratory and Sleep Medicine in New Zealand;
- 1.3.4. accredit Advanced Training sites or programs in Respiratory and Sleep Medicine in New Zealand;
- 1.3.5. assess recognition of prior learning in Respiratory and Sleep Medicine in New Zealand;
- 1.3.6. provide feedback on training program requirements, assessment, curricula and resource content as requested by the Advanced Training Committee – Respiratory and Sleep;
- 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 Continuing Professional Development and other educational resources for members in New Zealand, as appropriate.
- 1.3.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;



The Royal Australasian  
College of Physicians

- 1.3.11. assess and provide advice on specialist recognition in Respiratory and Sleep Medicine 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 Seven (7) 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 – Respiratory and Sleep;
- 1.5.2. an elected Deputy Chair
- 1.5.3. at least one member belonging to the relevant Specialty Society(ies)
- 1.5.4. a member who is allocated responsibility for Paediatric interests
- 1.5.5. a New Zealand trainee in Respiratory and Sleep Medicine, or an alternate approved by the committee.

Members may have multiple responsibilities.

The Chair of the Aotearoa NZ Subcommittee, or their delegate, will act as the Deputy Chair on the Advanced Training Committee – Respiratory and Sleep.

#### **1.6. Meetings**

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

## **2. TERM 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.



The Royal Australasian  
College of Physicians

### 3. REPORTING

- 3.1.** The Subcommittee is a Committee of Advanced Training Committee – Respiratory and Sleep and must report to them as required from time to time.
- 3.2.** The Subcommittee may make, through the Advanced Training Committee – Respiratory and Sleep, exception reports to the New Zealand Adult Medicine Division Education Committee, New Zealand Paediatric 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 the specified format.
- 3.4.** Reviews of decisions of the Aotearoa NZ Subcommittee Respiratory and Sleep Medicine 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”	Specialty Societies are professional bodies for consultant physicians, which may include other medical practitioners, healthcare workers, researchers and other professional groups engaged in that specialty. Their objectives may include continuing professional development and support of members, involvement in education and research, mentoring of Trainees in their specialty, development and implementation of practice guidelines, and policy and advocacy for healthcare.
“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 **Adult Medicine Division Education Committee** on (date to be confirmed).



The Royal Australasian  
College of Physicians

<b>By-Law History as from 1 January 2021</b>		
<b>Commencement of By-Law</b>		
This By-Law was approved by <b>Adult Medicine Division Education Committee</b> on (date to be confirmed) and commenced on that date.		
<b>Subsequent amendments to By-Law</b>		
<b>Item</b>	<b>Amendment</b>	
1.6	Change from twice annually with four teleconference or video conference meeting to once annually with up to nine (9) teleconference or video conference meeting if required.	5 May 2021
2.2	Member term has been removed.	5 May 2021