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Terms of Reference

Aotearoa New Zealand Paediatrics and Child Health Division Education Committee (Aotearoa NZ PDEC)

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

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1. INTRODUCTION AND PURPOSE

- 1.1. The Aotearoa New Zealand Paediatrics and Child Health Division Committee, pursuant to its By-Laws, has established the Aotearoa New Zealand Paediatrics and Child Health Division Education Committee. (Aotearoa NZ PDEC)
- 1.2. The Aotearoa New Zealand Paediatrics and Child Health Division Education Committee acknowledges The 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 Paediatrics and Child Health 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. ensure accreditation is conducted fairly, efficiently, in a transparent manner and in accordance with standards;
 - 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 Aotearoa 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 13 members. Committee members should be RACP members, unless otherwise approved. The members will include:
 - 3.1.1. a Chair, elected by the Committee and appointed by the Aotearoa New Zealand Division Committee;
 - 3.1.2. up to two (2) elected Deputy Chairs and the Chair or permanent delegate of the Paediatric and Child Health Division Education Committee (Australia);
 - 3.1.3. a permanent delegate of the Aotearoa New Zealand OTP Committee;
 - 3.1.4. a permanent delegate of the Aotearoa New Zealand CPD Committee
 - 3.1.5. a member who is allocated responsibility for assessment;
 - 3.1.6. a member who is allocated responsibility for accreditation
 - 3.1.7. two (2) Chairs or permanent delegates from the New Zealand Advanced Training Committees or Subcommittees;
 - 3.1.8. a permanent delegate from the Māori Health Committee;
 - 3.1.9. three trainees (Basic and Advanced), or alternates approved by the Committee.
 - 3.1.10. 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 outlined in clause 1.5 is unwilling or unable to nominate a delegate, the position on Aotearoa NZ PDEC 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.

On completion of any fixed term the Aotearoa NZ PDEC will seek expressions of interest as guided by the clause 1.5.

4. MEETINGS (HUI)

- 4.1. The committee shall meet twice annually face to face with an additional four teleconference meetings if required. Additional meetings will require approval from the Paediatrics and Child Health Division President and Director of Education, Learning and Assessment.

4.2. Subcommittees and Working Groups

- 4.2.1. The Aotearoa New Zealand Paediatrics and Child Health Division Education Committee will establish the following standing Committee to consider relevant issues in more detail: -
 - 4.2.1.1. New Zealand General Paediatrics Advanced Training Committee.
- 4.2.2. The Aotearoa New Zealand Paediatric and Child Health Division Education Committee will convene panels to consider reviews of decisions of all New Zealand Advanced Training Subcommittees, as required. If the review is convened by a subcommittee of the New Zealand Adult Medicine Division Education Committee, but is of a Paediatric trainee, the panel will include representation from the Aotearoa New Zealand Paediatric & Child Health Division Education Committee.
- 4.2.3. The Committee may, subject to approval from the Aotearoa New Zealand Paediatrics and Child Health Division Committee and Director of Education, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

5. TERM OF OFFICE

- 5.1. 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.

6. REPORTING

- 6.1. The Committee is a Committee of **Aotearoa New Zealand Paediatrics and Child Health 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 Paediatrics and Child Health 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. 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 27 March 2015 and commenced on that date Approved by the New Zealand Paediatrics and Child Health Division Committee		
Subsequent amendments to the terms of reference		
Item	Amendment	Commenced
1.2	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP’s moral and ethical obligation to supporting health equity for tangata whenua.	15 August 2018
1.2	Addition of cultural competence clause to introduction	23 September 2019
1.5	Total number of committee members increased by one to 13. Allowing for one more Trainee member 1.5.9	23 September 2019
1.6	New Composition clause to enable committee population if committees are unable to provide EOI from with their membership.	23 September 2019
1.1	Amendment of Committee name from “NZ Paediatrics and Child Health Division Education Committee” to “Aotearoa New Zealand Paediatrics and Child Health Division Education Committee” and country name from “New Zealand” to “Aotearoa New Zealand”. Including short form for the committee “Aotearoa NZ PDEC” noting “Aotearoa” is not to be abbreviated.	23 September 2019
1.5.2	Addition of up to two (2) elected Deputy Chairs –	September 2020

	Composition of the committee remaining at 13	
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