

Binational Physician Assistants/Associates Working Group

Terms of Reference

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| Area of College | Policy & Advocacy |
| Document Writer | Senior Policy & Advocacy Officer, Health Care Reform Team |
| Document Owner | College Policy and Advocacy Council |
| Approved by | RACP Board |
| Effective Date | 2/05/2025 |
| References/Legislation | <i>Corporations Act 2001</i> (Cth) |
| Associated RACP Documents | Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution |
| Applicability | Australia and Aotearoa New Zealand |

Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.

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1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

1.1. Established

The Binational Physician Assistants/Associates Working Group is established under the authority of the College Policy and Advocacy Council (CPAC) to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Term

The term of this Binational Physician Assistants/Associates Working Group is for 1 year with an option for CPAC to approve an extension.

2. PURPOSE

The purpose of the Binational Physician Assistants/Associates Working Group is to lead the development of an RACP Position Statement on the role of Physician Assistants/Associates in the Australian and Aotearoa New Zealand health systems.

3. FUNCTIONS

The functions of the Binational Physician Assistants/Associates Working Group are to:

- a) Develop a position statement that outlines the RACP's position on the role of physician assistants/associates in the Australian and Aotearoa New Zealand health care systems based on relevant evidence and experience.
- b) Ensure appropriate consultation with relevant College bodies and affiliated specialty societies during the development of the position statement.
- c) Obtain CPAC approval of the position statement.

4. COLLEGE BODY PROHIBITIONS

The College Body must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the College Body is a body independent of the College.

5. MEMBER COMPOSITION

The Membership of the College Body shall comprise up to 8 members, comprising:

5.1. Ex-officio Members

- One Australia-based trainee nominated by the College Trainees' Committee

- One Aotearoa New Zealand-based trainee nominated by the Aotearoa New Zealand Trainees' Committee

5.2. Appointed Members

[Members appointed via an Expression of Interest process]

Up to 6 appointed members comprising:

- Two trainees based either in Australia or Aotearoa New Zealand
- Two Fellows based in Aotearoa New Zealand
- Two Fellows based in Australia

Should difficulties arise in appointing members in accordance with the above criteria, the Board delegates authority to CPAC-EC to appoint members who, as far as practicable, ensure representation that reflects the breadth of the College's membership (for example: gender, geographic location, ethnicity, public and private practice).

5.3. Co-opted members

Co-opted members may be appointed for a particular purpose or term.

6. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

6.1. Number of Meetings

The College Body shall hold a minimum of 4 meetings during its term and shall meet by teleconference, or videoconference.

6.2. Chair

The Chair or their appointee will Chair all meetings.

6.3. Quorum

A quorum is one half of the total College Body membership.

6.4. Voting

Decisions will be made by consensus of the majority of members.

6.5. Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

7. REPORTING

The College Body must report and make recommendations to the College Policy and Advocacy Council as required.

8. DEFINITIONS

| Term | Means |
|--------------------------|--|
| Board | The Board of Directors of The Royal Australasian College of Physicians |
| Working Group | Binational Physician Assistants/Associates Working Group |
| College | The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047. |
| College Body | Has the same meaning as in the College Constitution |
| Conflict of Interest | Has the same meaning as the Governance of College Bodies By-law |
| Ex-officio | Has the same meaning as the Governance of College Bodies By-law |
| Member of a College Body | Has the same meaning as the Governance of College Bodies By-law |
| Member of the College | Has the same meaning as the Governance of College Bodies By-law |
| Parent Body | Has the same meaning as the Governance of College Bodies By-law |

9. HISTORY

| Commencement | | |
|---|----------------|-------------------------------|
| These Terms of Reference were approved by the [Insert Parent Body] and commenced on [Insert date] | | |
| Revision | Effective Date | Summary of Changes |
| 1.0 | 02/05/2025 | Initial approval/New Document |
| 2.0 | | <i>[second version]</i> |
| 3.0 | | |
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