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College Education Committee

By-law

**BY-LAW PURSUANT TO THE CONSITUTION OF
THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT
AND OPERATION OF A COLLEGE BODY**

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1. INTRODUCTION

The Board of the Royal Australasian College of Physicians has established the College Education Committee (the "Committee"). The Governance of College Bodies By-law sets out the general provisions for governance of College Bodies. Both the Governance of College Bodies By-law and this By-law govern the Committee.

2. PURPOSE

The purpose of this Committee is to be the College's peak body responsible for developing and overseeing College-wide education policy and approving both new and amended training and education programs.

The CEC is an expert group acting on behalf of the Board. It is not intended to be a representative group of all areas within education and training.

3. FUNCTIONS

The functions of the Committee include:

- 3.1. ensure consistent quality of education and training across all College training programs in Australia and Aotearoa New Zealand, with overarching responsibility for education policy, philosophy and principles;
- 3.2. consider the College's strategic intent, ensuring it is implemented in education policy and program change;
- 3.3. develop policy for all College training programs in relation to:
 - a) selection into training;
 - b) teaching and learning;
 - c) assessment;
 - d) progression through training including certification of training;
 - e) changes to training program requirements;
 - f) accreditation of training settings;
 - g) appointment, support and accreditation of supervisors;
 - h) continuing professional development;
 - i) training and assessment for overseas-trained physicians and specialists
- 3.4. approve against agreed policies and standards, both new and amended training and education programs of the College, and any other programs jointly or otherwise auspiced by the College, including:
 - a) training program requirements
 - b) training program curricula
 - c) teaching and learning processes
 - d) supervisory frameworks and support programs;
 - e) assessment frameworks for trainee education programs;
 - f) assessment frameworks for overseas-trained physicians;
 - g) continuing professional development programs
- 3.5. provide advice and support to the College regional committees in Australia and Aotearoa New Zealand in developing capacity to provide training at local levels;
- 3.6. oversee the work of the College's Educational Services in monitoring and evaluating the College's education and training programs;

- 3.7. ensure that the College's education enterprise is consistent with the regulatory requirements of relevant external agencies such as the Australian Medical Council, Australian Competition and Consumer Commission, Medical Council of Aotearoa New Zealand and Aotearoa New Zealand Commerce Commission and oversee reporting and accreditation requirements;
- 3.8. promote and support the development of new educational initiatives;
- 3.9. ensure that all decisions and recommendations made by the College Education Committee consider any relevant differences between the Australian and Aotearoa New Zealand contexts;
- 3.10. provide regular reports to the Board outlining significant risks associated with education and training as appropriate.

4. COMMITTEE PROHIBITIONS

The Committee must not:

- Enter into any agreement binding upon it or on the College; or
- Represent or imply in any way that the Committee is a body independent of the College; or
- comment on or assess individual trainees, overseas trained physicians (OTPs) or Fellows.

5. MEMBER COMPOSITION

The Membership of the Committee shall comprise up to 17 members, comprising:

5.1. Committee Chair and Deputy Chair

The Committee chair shall be selected through an open Expression of interest process to RACP fellows, with selection and approval of the Chair by the Board.

On the recommendation of the Committee, the Board will appoint one committee member to be Deputy Chair.

5.2. Ex-officio Members

- Board Director, nominated by the Board;
- The College Censor;
- The Chair or Permanent Delegate of the Adult Medicine Division Education Committee (Australia);
- The Chair or Permanent Delegate of the Adult Medicine Division Education Committee (New Zealand);
- The Chair or Permanent Delegate of the Paediatrics and Child Health Division Education Committee (Australia);
- The Chair or Permanent Delegate of the Paediatrics and Child Health Division Education Committee (New Zealand);
- The Chair or Permanent Delegate of a Divisional Advanced Training committee, drawn from the Divisional Advanced Training Forum;
- A Chair or Permanent Delegate of a Faculty Education Committee
- A Chair or Permanent Delegate of a Chapter Training Committee
- A Chair or Permanent Delegate of a Basic Training Committee;
- The Chair or Permanent Delegate of the College CPD Committee;
- A Chair or Permanent Delegate of the OTP Committee;

- A Basic Trainee member nominated by the College Trainees' Committee;
- A Trainee member from a Faculty, Chapter or Divisional Advanced Training program nominated by the College Trainees' Committee;

5.3. Appointed Members

Up to 2 appointed members comprising:

- An appointed member with specialist skills in Education and Training
- A Consumer Representative from the RACP appointed Consumer Advisory Group or approved delegate.

5.4. Co-opted members

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

5.5 EXECUTIVE COMMITTEE

5.5.1 Establishment of an Executive Committee

Subject to Board approval, the CEC may (but is not required to) establish an Executive Committee to conduct business on behalf of the CEC in the intervening periods between meetings.

5.5.2 Role of the Executive Committee

The Executive Committee shall meet in the intervening periods between the CEC and as otherwise required by the CEC, to exercise such powers of the CEC in managing the business and interests of the CEC, as may be delegated to it by resolution of the CEC or as the Chair, in certain cases may decide.

5.5.3 Membership of the Executive Committee

- The Chair of the CEC;
- The Deputy Chair of the CEC;
- One member of the CEC as appointed by the CEC membership through an Expression of Interest process;
- Up to two members of the CEC, as appointed by the CEC Executive as Co-Opted members should certain skills be required in business considerations.

The CEC Executive Committee shall always have an odd number of members to ensure majority decision-making processes.

6. MEETINGS

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

6.1. Committee Attendance

One Basic and one Advanced Trainee may be invited by the Chair to attend meetings of the CEC as observers.

The Basic and Advanced Trainee shall not be considered as part of the Committee quorum, and only have the right to a proxy vote, should either of the standing trainee members not be in attendance at a meeting.

The Chair shall have the discretion as to what part of parts of the CEC meeting papers shall be provided to the invited Basic and Advanced trainees under this clause (6.1).

6.2. Number of Meetings

The Committee shall hold a minimum of five meetings per calendar year and shall meet by teleconference, face to face or videoconference.

The Committee shall hold two face to face meetings per calendar year.

6.3. Chair

The Chair or their appointee will Chair all meetings.

6.4. Quorum

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

6.5. Voting

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

6.6. Minutes

The proceeding of all meetings of the Committee shall be recorded in the minutes.

6.7. Secretariat

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

6.8. Committee Reviews

The Committee are to undertake a skill and experience review annually.

The Committee are to review their performance against this By-law each two years.

7. SUB-COMMITTEES

The Committee may, subject to the Establishment & Management of Working Groups By-laws, create such other committees or time-limited or specific purpose working groups as College Education Committee may determine from time to time.

8. REPORTING

The Committee must report and make recommendations to the Board as required.

The Committee is required to provide to the Board each year:

- bi-annual report advising on approved Education policies and program changes, identified policy gaps and issues relating to implementation of new policy and program requirements.
- a new or updated Work Plan (Work Plans may be one or two years).
- a report against the preceding years' Work Plan.
- exception reports to the Board to address emergent or risk management issues as required.

9. REVIEW OF BY-LAWS

These By-laws will be reviewed each three years.

10. DEFINITIONS

Term	Means
Board	The Board of Directors of the College.
College	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
College Body	Has the same meaning as in the College Constitution
Constitution	The Royal Australasian College of Physicians Constitution
Ex-officio	Has the same meaning as the Governance of College Bodies By-law
Fellow	Has the same meaning as in the College Constitution
Member	Has the same meaning as in the College Constitution
Parent Body	Has the same meaning as the Governance of College Bodies By-law
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	Has the same meaning as in the College Constitution

11. HISTORY

Commencement		
This By-laws was approved by the Board and commenced on 9 December 2011		
Subsequent Amendments		
Item	Amendment	Date Approved
1	Removal of order priority clause – now in the Governance of College Bodies By-Law	27/7/12
2	Change to membership and subcommittees	25/5/13
3	Revision of CEC By-Laws – as per agreed changes to membership from the approved Education Governance proposal December 2012.	25/5/13
4	Membership amended to one Faculty member on the CEC and one Divisional Advanced Training Committee member.	25/5/13
5	The appointment of the Chapter and Faculty members who currently serve on the CEC Executive as the initial Chapter and Faculty members of the new College Education Committee.	25/5/13
6	The appointment of the current Chairs of the OTP and CPD EAGs as interim members of the new CEC.	25/5/13
7	The appointment of a member with specialist skills in Education and Training.	25/5/13
8	Amending clause 2.2.6 to allow the CEC to identify an appropriate Chair or delegate of a Divisional Advanced Training committee as a member of the CEC	19/3/15

Date of commencement of By-law: 9 December 2011

Date of most recent amendment: 10 February 2023

9	Deleting clauses 2.3 and 2.4 relating to terms of committee membership and number of committee meetings held each year respectively, as these matters are covered in the Governance of College Bodies By-Law.	19/3/15
10	Inserted 2.2.2 position of College Censor	12/11/15
11	Update to CI 2.2.1 to change the Chair of the CEC from being a Director, to being appointed through an open EOI process to RACP Fellows, with selection and approval by the Board.	4/5/2020
12	Insert new CI 2.2.2 to include a Board Director as part of the membership of the CEC (and subsequent clause re-numbering)	4/5/2020
13	Addition of CI 2.2.17 to include a consumer representative as part of the Committee's membership – as approved by the Board in 2018.	4/5/2020
14	Increase the membership of the CEC from a maximum of 15 to a maximum of 17	4/5/2020
15	Include Aotearoa before New Zealand, as consistent with College practice.	4/5/2020
16	Addition of 5.5 Executive Committee, and addition of 6.1 Committee Attendance to permit two additional trainees to attend meetings as observers	10/02/23