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By-law

College Education Committee

**A BY-LAW PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN
COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE BOARD TO BE KNOWN AS THE COLLEGE EDUCATION
COMMITTEE**

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1 INTRODUCTION AND PURPOSE

- 1.1 The College Board has established the College Education Committee to operate in accordance with this By-law (*the **College Education Committee By-law***).
- 1.2 The College Board has established the College Education Committee (**CEC**) 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.
- 1.3 The CEC is an expert group acting on behalf of the College Board. It is not intended to be a representative group of all areas within education and training.
- 1.4 The purpose of the CEC is to:
- 1.4.1 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;
 - 1.4.2 consider the College's strategic intent, ensuring it is implemented in education policy and program change;
 - 1.4.3 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
 - 1.4.4 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
 - 1.4.5 provide advice and support to the College regional committees in Australia and Aotearoa New Zealand in developing capacity to provide training at local levels;
 - 1.4.6 oversee the work of the College's Educational Services in monitoring and evaluating the College's education and training programs;

- 1.4.7 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 New Zealand and New Zealand Commerce Commission and oversee reporting and accreditation requirements;
- 1.4.8 promote and support the development of new educational initiatives;
- 1.4.9 ensure that all decisions and recommendations made by the College Education Committee consider any relevant differences between the Australian and Aotearoa New Zealand contexts;
- 1.4.10 provide regular reports to the Board outlining significant risks associated with education and training as appropriate

2 THE COLLEGE EDUCATION COMMITTEE

2.1 Committee prohibitions

The CEC must not:

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

2.2 Composition of the Committee

The CEC shall have a maximum of 17 members and shall comprise:

- 2.2.1 The Chair of the CEC, shall be selected through an open Expression of Interest process to RACP Fellows, with selection and approval of the Chair by the Board;
- 2.2.2 A Board Director is to form part of the membership of the Committee;
- 2.2.3 The College Censor;
- 2.2.4 The Chair or Permanent Delegate of the Adult Medicine Division Education Committee (Australia);
- 2.2.5 The Chair or Permanent Delegate of the Adult Medicine Division Education Committee (Aotearoa New Zealand);
- 2.2.6 The Chair or Permanent Delegate of the Paediatrics and Child Health Division Education Committee (Australia);
- 2.2.7 The Chair or Permanent Delegate of the Paediatrics and Child Health Division Education Committee (Aotearoa New Zealand);
- 2.2.8 The Chair or Permanent Delegate of a Divisional Advanced Training committee, drawn from the Divisional Advanced Training Forum;
- 2.2.9 A Chair or Permanent Delegate of a Faculty Education Committee

- 2.2.10** A Chair or Permanent Delegate of a Chapter Training Committee
- 2.2.11** A Chair or Permanent Delegate of a Basic Training Committee;
- 2.2.12** The Chair or Permanent Delegate of the College CPD Committee;
- 2.2.13** A Chair or Permanent Delegate of the OTP Committee;
- 2.2.14** A Basic Trainee member nominated by the College Trainees' Committee;
- 2.2.15** A Trainee member from a Faculty, Chapter or Divisional Advanced Training program nominated by the College Trainees' Committee;
- 2.2.16** An appointed member with specialist skills in Education and Training.
- 2.2.17** A Consumer Representative from the RACP appointed Consumer Advisory Group or approved delegate.

2.3 Sub-committees

The College Education 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.

3 REPORTING

- 3.1** The College Education Committee is a Committee of the College Board and must provide a 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. Other reports to the College Board may be required from time to time.
- 3.2** The College Education Committee may make exception reports to the College Board to address emergent or risk management issues as required.

4 DEFINITIONS

- “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.
- “College Board” means the Board of Directors of the College.
- “Constitution” means the Constitution of the College as amended from time to time.
- “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.

Approved by the College Board on 25 May 2013
 Amendments approved by the College Board on 4 May 2020

By-Law History as from December 2011		
Commencement of By-Law		
This By-Law was approved by the Board of the College on 9 December 2011 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
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
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

Date of Commencement of By-law: 9 December 2011

Date of most recent amendment: 4 May 2020