College Learning Series Committee – Paediatrics & Child Health

Terms of Reference

Area of College	Professional Practice
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Professional Practice
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	1 January 2026
Next Review Date	February 2028
References/Legislation	*Corporations Act 2001* (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.

TABLE OF CONTENTS

1. INTRODUCTION 3
1.1. Established 3
1.2. Indigenous Object 3
2. PURPOSE 3
3. FUNCTIONS 3
4. COLLEGE BODY PROHIBITIONS 3
5. MEMBER COMPOSITION 4
5.1. Chair and Deputy Chair 4
5.2. Appointed Members 4
5.3. Co-opted members 4
6. ESTABLISHMENT OF COMMUNITIES 4
7. MEETING 4
7.1. Number of Meetings 4
7.2. Chair 4
7.3. Quorum 5
7.4. Voting 5
7.5. Secretariat 5
8. REPORTING 5
9. DEFINITIONS 5
10. HISTORY 5

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 College Learning Series Committee – Paediatrics & Child Health (College Body) is established under the authority of the College Education Committee, reporting to the Curriculum Improvement & Supervision Advisory Committee (Parent Body), to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Indigenous Object

The activities of the College Body will demonstrate a clear commitment to Indigenous aspirations and outcomes, guided by the Indigenous Objects set out in the RACP Constitution. The College Body will actively support and advance initiatives that embed cultural safety across the RACP, for both members and staff.

2. PURPOSE

The College Learning Series (CLS) is an online learning resource that aligns to the renewed RACP Basic Training curricula. The College Body is responsible for oversight of the development and continuous improvement of the annual program of lectures for the Paediatrics & Child Health stream of the CLS delivered through the RACP Online Learning platform.

3. FUNCTIONS

The functions of the College Body are to:

a) Develop and approve annual lecture programs of the CLS and ensure alignment with the curricula and assessment processes and other CLS streams

b) Oversee process for identification and engagement of lecturers

c) Provide strategic input to the future development and improvement of the broader CLS program

d) Oversee the work of the College Learning Series Editorial Group in approving the content of individual CLS lectures and monitor and evaluate quality and delivery of CLS.

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 College Body shall comprise of up to a maximum of 22 members, including:

5.1. Chair and Deputy Chair

- Chair, selected through an open expression of interest process, approved by the Parent Body (also the Bi-national Coordinator)
- Deputy Chair, selected through an open expression of interest process, approved by the Parent Body (also the Deputy Bi-national Coordinator)

5.2. Appointed Members

- Up to two (2) Trainee representatives
- One (1) Written Examination Committee representative
- One (1) Clinical Examination Committee representative
- One (1) College Learning Series Editorial Group – Paediatrics & Child Health representative
- Up to two (2) Regional Coordinators for the jurisdictions of Aotearoa New Zealand, NSW, VIC, QLD, SA and WA
- Up to one (1) Regional Coordinator for the jurisdictions of NT, TAS, and ACT

5.3. Co-opted members

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

6. ESTABLISHMENT OF COMMUNITIES

The College Body may, subject to the Governance of College Bodies By-Law, create and dissolve specific purpose Communities to act as the College Learning Series Editorial Group as described in Appendix A.

7. MEETING

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

7.1. Number of Meetings

The College Body shall hold a minimum of two (2) meetings per calendar year and shall meet by teleconference or videoconference. One (1) face to face meeting may be held each year.

7.2. Chair

The Chair or their appointee will Chair all meetings.

7.3. Quorum

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

7.4. Voting

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

7.5. Secretariat

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

8. REPORTING

The College Body must report agreed program activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies as required.

9. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
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
Parent Body	Has the same meaning as the Governance of College Bodies By-law

10. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed as per the Board-approved education governance committee structure, June 2024. Subsequent changes post-implementation, from June 2026 onwards, must be approved by the College Education Committee.		
Revision	**Effective Date**	**Summary of Changes**
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
1.0	1 January 2026	Final version under the Board-approved new education governance structure.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.

RACP
Specialists. Together
EDUCATE ADVOCATE INNOVATE

Appendix A: RACP College Learning Series Editorial Group – Paediatrics & Child Health

1. PURPOSE

The purpose of the College Learning Series Editorial Group (CLSEG) – Paediatrics & Child Health is to provide quality assurance for the College Learning Series (CLS) Paediatrics & Child Health program, ensuring CLS content is clinically accurate, current and suitable for basic trainees.

2. FUNCTIONS

The functions of the CLSEG are to:

a) Review content developed for CLS for clinical accuracy, currency and suitability for basic trainees. Content includes recorded lectures, slides and supporting educational material

b) Perform content reviews in line with scheduled publication and release timelines

c) Participate in an annual CLS review cycle to determine future content.

3. MEMBERSHIP

CLSEG Members must be Fellows or Advanced Trainees of the Paediatrics & Child Health Division.

4. REPORTING

A representative from the CLSEG will attend the College Learning Series Committee – Paediatrics & Child Health meetings.