



The Royal Australasian
College of Physicians



The Royal College of Pathologists of Australasia

Terms of Reference

Committee for Joint College Training in Haematology

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE RACP ADULT MEDICINE DIVISION EDUCATION COMMITTEE
AND THE RCPA BOARD OF EDUCATION ASSESSMENT TO BE KNOWN AS THE
COMMITTEE FOR JOINT COLLEGE TRAINING IN HAEMATOLOGY**



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1. INTRODUCTION AND PURPOSE

1.1. The RACP Adult Medicine Division Education Committee and the RCPA Board of Education Assessment (BEA) pursuant to its terms of reference have established the Committee for Joint College Training in Haematology.

- 1.1.1. Matters escalated relating to Paediatric trainees will be considered by the Paediatric and Child Health Division Education Committee. Matters relating solely to RACP or RCPA training must only be considered by committee members from the relevant College.

1.2. The Committee for Joint College Training in Haematology has been established to:

- 1.2.1. monitor and assess individual trainee progress in Haematology in accordance with both Colleges' policies and procedures;
- 1.2.2. confirm completion of training requirements to progress to Fellowship;
- 1.2.3. monitor training of, and provide support to, supervisors in Haematology
- 1.2.4. accredit Advanced Training settings or programs in Haematology;
- 1.2.5. assess recognition of prior learning;
- 1.2.6. monitor and review training program requirements, assessment and curricula in Haematology in consultation with the relevant Specialty Society(ies) and other stakeholders, and recommend changes to the relevant committees in each College;
- 1.2.7. advise on assessment and resource content;
- 1.2.8. advise on matters relating to Overseas Trained Physicians, as requested;
- 1.2.9. provide advice on specialty specific CPD and other educational resources for members, as appropriate;
- 1.2.10. modify individual training requirements, as appropriate, in accordance with each Colleges' policies and procedures, and;
- 1.2.11. assess and provide advice on specialist recognition in Haematology for Fellows of either College who have not completed the Clinical Haematology Advanced Training program or the Haematology joint training program.

1.3. The Committee must not:

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the committee is a body independent of the Colleges; or
- 1.3.3. form policy independent of the relevant Colleges committees;



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1.4. Composition of the Committee

The Committee shall comprise up to 12 members with an equal number of members from each College, selected by the relevant College. The members shall include:

- 1.4.1. a Chair, nominated by the committee and approved by the Division Education Committees and Board of Education Assessment. This role should alternate between the two Colleges;
- 1.4.2. an elected Deputy Chair, who is from within the membership and who is from the alternate College to the Chair;
- 1.4.3. the Chair of the New Zealand Joint College Training Subcommittee in Haematology, or an alternate approved by the committee;
- 1.4.4. the Chief Examiner of the RCPA;
- 1.4.5. the Chair, or nominee from the Haematology Advisory Committee of the RCPA;
- 1.4.6. the RCPA Registrar, or a nominee;
- 1.4.7. at least one fellow belonging to each of the relevant Specialty Society(ies):
 - 1.4.7.1. Haematology Society of Australia and New Zealand
 - 1.4.7.2. Australian & New Zealand Society of Blood Transfusion
 - 1.4.7.3. Australasian Society of Thrombosis and Haemostasis
- 1.4.8. a member who is allocated responsibility for Paediatric interests;
- 1.4.9. an advanced trainee in Haematology or an alternate approved by the committee to represent Australian interests
- 1.4.10. The Advanced Trainee Representative from the New Zealand Joint Training Subcommittee in Haematology

Members may have multiple responsibilities and dual roles.

1.5. Meetings

- 1.5.1. The committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chairs of the Adult Medicine Division Education Committee, the Board of Education Assessment and the Director of Education.
- 1.5.2. The committee may divide along RACP and RCPA lines and meet separately when matters relating solely to RACP or RCPA training is considered.
- 1.5.3. If the committee divides members will decide amongst themselves who will Chair the newly formed group.

1.6. Quorum

- 1.6.1. The Committees quorum shall be not less than one half of members (other than members who are disqualified from participating in the consideration of a particular matter due to a conflict);



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- 1.6.2. When the Committee is meeting only to consider RACP issues the quorum will be at least two members who hold FRACP;
- 1.6.3. When the Committee is meeting only to consider RCPA issues the quorum will be at least two members who hold FRCPA.

1.7. Subcommittee

The Joint College Training Committee – Haematology will establish the NZ Joint College Training Subcommittee in Haematology to consider relevant operational issues relating to New Zealand trainees in Haematology.

2. TERM OF OFFICE

- 2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.
- 2.2. 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.

3. REPORTING

- 3.1. For RACP matters the Committee is a Committee of **Adult Medicine Division Education Committee** and must report to them as required from time to time. They must also report to the Paediatric and Child Health Division Education Committee on matters relating to Paediatric Trainees. Reviews as part of the Reconsideration, Review and Appeal process will be considered by the relevant Division Education Committee.
- 3.2. For RCPA matters the Committee is a Committee of **Board of Education Assessment** and must report to them as required from time to time. Reviews as part of the RCPA Reconsideration, Review and Appeal process will be considered by the RCPA.
- 3.3. The Committee may make exception reports to the relevant Colleges' committee/s to address emergent or risk management issues as required.
- 3.4. The Committee will provide summary reports to the relevant Specialty Society(ies) from time to time in the specified format.

4. DEFINITIONS

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| “Board” | means the Board of Directors of the College. |
| “College” | means the Royal Australasian College of Physicians and the Royal College of Pathologists of Australasia, incorporated bodies limited by guarantee. |
| “Constitution” | means the Constitution of the College as amended from time to time. |



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“Fellow”	means a Fellow of the College.
“Specialty Society”	Specialty Societies are professional bodies for consultant physicians, which may include other medical practitioners, healthcare workers, researchers and other professional groups engaged in that specialty. Their objectives may include continuing professional development and support of members, involvement in education and research, mentoring of Trainees in their specialty, development and implementation of practice guidelines, and policy and advocacy for healthcare.
“Trainee”	means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of the College.

Approved by **Adult Medicine Division Education Committee** on **12 June 2015**.

By-Law History as from 12 June 2015		
Commencement of By-Law		
This By-Law was approved by Adult Medicine Division Education Committee on 12 June 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced