



The Royal Australasian  
College of Physicians



AUSTRALASIAN COLLEGE  
FOR EMERGENCY MEDICINE

## **Terms of Reference**

# **Committee for Joint College Training in Paediatric Emergency Medicine**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A  
COMMITTEE OF THE RACP PAEDIATRIC & CHILD HEALTH DIVISION EDUCATION  
COMMITTEE AND THE ACEM COUNCIL OF EDUCATION TO BE KNOWN AS THE  
COMMITTEE FOR JOINT COLLEGE TRAINING IN PAEDIATRIC EMERGENCY  
MEDICINE**



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## 1. INTRODUCTION AND PURPOSE

**1.1. The RACP Paediatric & Child Health Division Education Committee and the ACEM Council of Education pursuant to its Charter/Terms of Reference has established the Committee for Joint College Training in Paediatric Emergency Medicine.**

**1.2. The Committee for Joint College Training in Paediatric Emergency Medicine has been established to:**

- 1.2.1. monitor and assess individual trainee progress in Paediatric Emergency Medicine in accordance with both Colleges' policies and procedures;
- 1.2.2. confirm completion of training requirements to progress to Fellowship of RACP, or achieve Stage 2 Paediatric Emergency Medicine, as applicable;
- 1.2.3. monitor training of, and provide support to, supervisors in Paediatric Emergency Medicine;
- 1.2.4. participate in the inspection of Paediatric Emergency Medicine sites for the purpose of accreditation as a recognised Paediatric Emergency Medicine training site;
- 1.2.5. assess recognition of prior learning and credit transfer;
- 1.2.6. monitor and review training program requirements, assessment and curricular in Paediatric Emergency Medicine in consultation with the relevant Specialty Society(ies) and other stakeholders, and recommend changes to the College Education Committee (RACP) via the Paediatrics and Child Health Division Education Committee, and the Council of Education (ACEM);
- 1.2.7. advise on assessment and resource content;
- 1.2.8. advise on RACP matters relating to Overseas Trained Physicians/Specialist International Medical Graduates, as requested;
- 1.2.9. provide advice on specialty specific CPD and other educational resources for members, as appropriate;
- 1.2.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;
- 1.2.11. assess and provide advice on specialist recognition in Paediatric Emergency Medicine for Fellows in the Paediatric and Child Health Division who have not completed the Paediatric Emergency Medicine Advanced 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 College; or
- 1.3.3. form policy independent of the Paediatric & Child Health Division Education Committee (RACP) and the Council of Education (ACEM).

**1.4. Composition of the Committee**

The Committee shall comprise ten (10) members selected by expressions of interest. The Roles of Committee members shall include:

- 1.4.1. a Chair, nominated by the committee and approved by the RACP Division Education Committees and ACEM Council of Education. This role should alternate between the two Colleges;



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- 1.4.2. a Deputy Chair, nominated and approved by the Committee with responsibilities allocated by the Chair; Deputy Chair to alternate between two Colleges and be from the other College to the Chair.
- 1.4.3. at least one member belonging to the relevant Specialty Society(ies);
- 1.4.4. a member who is allocated responsibility for New Zealand interests;
- 1.4.5. one advanced trainee in Paediatric Emergency Medicine (RACP) and one Joint PEM trainee (ACEM), or alternates approved by the Committee.

Members may have multiple responsibilities and recommended to cover state-based representation.

Composition to have equal RACP and ACEM representation on the Committee.

## 1.5. Meetings

The Committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chair of the Paediatric & Child Health Division Education Committee and the Director of Education (RACP) and the Chair of the Council of Education (ACEM).

Other out-of-session processes shall ordinarily be conducted via electronic means (e.g. eVoting)

## 1.6. Quorum

- 1.6.1. A quorum of at least 50 percent of the entity members, including the Chair, is required to hold an entity meeting.
- 1.6.2. If at any time during a meeting the quorum is lost (whether because a member has a conflict of interest and cannot vote, has left the meeting or otherwise), the entity cannot make a valid decision and may not exercise any of its delegated authority. The entity may nevertheless continue the meeting for discussion purposes only or until such time as a quorum is attained.

## 1.7. Voting Rights

Questions arising at a meeting shall be decided by a majority of the votes cast by the members present and entitled to vote on the question. The Chair of the meeting has a casting vote in addition to a deliberative vote where there is an equality of votes.

## 2. TERM OF OFFICE

- 2.1. Members of the Committee shall be appointed, as applicable to each member, in accordance with the process for the appointment of members to College Bodies as set out in the RACP Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time, or the ACEM Policy on College Entities.
- 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.



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### 3. REPORTING

- 3.1. For RACP matters, the Committee is a Committee of the **Paediatric & Child Health Division Education Committee** and must report to them as required from time to time.
- 3.2. For ACEM matters, the Committee is a Committee of the **Council of Education** and must report to them as required from time to time.
- 3.3. The Committee may make exception reports to the RACP Paediatric & Child Health Division Education Committee or College Education Committee, and the ACEM Council of Education 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

“Board”	means the Board of Directors of the Royal Australasian College of Physicians or the Board of the Australasian College for Emergency Medicine as applicable.
“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 or the Australasian College for Emergency Medicine (ACN 009 090 715), a company limited by guarantee under the ACEM Constitution, as applicable.
“Constitution”	means the Constitution of the applicable College as amended from time to time.
“Fellow”	means a Fellow of the applicable College.
“Speciality 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 as applicable: <ul style="list-style-type: none"><li>• a person who is undertaking a program of Basic Training or Advanced Training approved by the RACP in order to gain Fellowship of the College; or</li><li>• a person who is enrolled in and undertaking the ACEM Joint Training Program in Paediatric Emergency Medicine for the purposes of attaining specialist recognition in Paediatric Emergency Medicine.</li></ul>



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Approved by the RACP Paediatrics and Child Health Division Education Committee (PDEC) on 21 September 2015 and the ACEM Council of Education (COE) on 9 March 2016.

By-Law History as from 21 September 2015		
<b>Commencement of By-Law</b>		
This By-Law was approved by PDEC on 21 September 2015 and commenced on that date. These Terms of Reference were approved by COE on 9 March 2016 and commenced on that date,		
<b>Subsequent Amendments to By-Law</b>		
Item	Amendment	Commenced
1.4	Increase membership from eight to ten members	1 November 2018
1.4	Include state-based representation	1 November 2018
1.4	Ensure equal Australasian College of Emergency Medicine and RACP representation	1 November 2018
1.4.2	Addition of a Deputy Chair nominated and approved by the Committee with responsibilities allocated by the Chair.	1 November 2018
1.4.2	Deputy Chair to alternate between two Colleges and be from the other College to the Chair.	15 January 2019