



The Royal Australasian  
College of Physicians



**RCPA**  
The Royal College of Pathologists of Australasia

## **Terms of Reference**

# **Committee for Joint College Training in Infectious Diseases & Microbiology**

**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 AND ASSESSMENT TO BE KNOWN AS  
THE COMMITTEE FOR JOINT COLLEGE TRAINING IN INFECTIOUS DISEASES &  
MICROBIOLOGY**



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## **1. INTRODUCTION AND PURPOSE**

- 1.1. The RACP Advanced Training Committee - Infectious Diseases and the RCPA Board of Education Assessment (BEA) pursuant to its terms of reference have established the Committee for Joint College Training in Infectious Diseases & Microbiology.**
- 1.2. The Committee for Joint College Training in Infectious Diseases & Microbiology has been established to:**
  - 1.2.1. monitor and assess individual trainee progress in Infectious Diseases & Microbiology 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 Infectious Diseases & Microbiology;
  - 1.2.4. accredit Advanced Training settings or programs in Infectious Diseases & Microbiology;
  - 1.2.5. assess recognition of prior learning;
  - 1.2.6. monitor and review training program requirements, assessment and curricula in Infectious Diseases & Microbiology in consultation with the relevant Specialty Society(ies) (Australasian Society for Infectious Diseases) 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 Infectious Diseases & Microbiology for Fellows of either College who have not completed the Infectious Diseases & Microbiology 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 either College; or
  - 1.3.3. form policy independent of the RACP's College Education Committee and the RCPA'S Board of Education and Assessment.



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#### **1.4. Composition of the Committee**

The Committee shall comprise up to seven (7) members. There should be an equal number of members from each College, excluding the trainee representative, selected by expressions of interest. The members shall include:

- 1.4.1. a Chair, nominated by the committee and approved by the RACP Adult Medicine Division Education Committee and the RCPA Board of Education and Assessment;
- 1.4.2. an elected Deputy Chair;
- 1.4.3. the Chair of the Advanced Training Committee in Infectious Diseases, or their delegate;
- 1.4.4. the Chief Examiner of the RCPA;
- 1.4.5. the Chair of the NZ Advanced Training Subcommittee in Infectious Diseases or their delegate;
- 1.4.6. the Chair, from the RCPA Microbiology Advisory Committee or their delegate;
- 1.4.7. the RCPA Registrar, or a nominee;
- 1.4.8. at least one member belonging to the relevant Specialty Society(ies) (Australasian Society for Infectious Diseases);
- 1.4.9. an advanced trainee in Infectious Diseases & Microbiology (must be joint training), or an alternate approved by the committee.

Members may have multiple responsibilities and dual roles.

The Chair and the Deputy Chair between them must be able to represent both the RACP and the RCPA.

#### **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 RACP Adult Medicine Division Education Committee, the RACP Director of Education and the RCPA Chair of the Board of Education and Assessment.

#### **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);
- 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.

## **2. TERM OF OFFICE**



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- 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 the **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 and Assessment** and must report to them as required from time to time. Reviews as detailed in the RCPA 'Regulations Governing Process for Review of Certain Decisions of the Company'.
- 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) (Australasian Society for Infectious Diseases) from time to time in the specified format.

### 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. "Fellow" means a Fellow of the RACP or RCPA.
"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 Joint Committee in order to gain Fellowship of the College



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Approved by the **Adult Medicine Division Education Committee (AMDEC)** on **25 September 2015**.



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By-Law History as from 25 September 2015		
Commencement of By-Law		
This By-Law was approved by <b>AMDEC</b> on <b>25 September 2015</b> and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced