

Continuing Professional Development Committee

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 June 2026
Next Review Date	February 2028
References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Aotearoa New Zealand and Australia

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	4
5. MEMBER COMPOSITION	4
5.1. Chair and Deputy Chair.....	4
5.2. Appointed members	4
5.3. Co-opted Members	5
6. MEETING	5
6.1. Number of Meetings.....	5
6.2. Chair	5
6.3. Quorum.....	5
6.4. Voting.....	5
6.5. Secretariat	5
7. REPORTING	5
8. DEFINITIONS	6
9. HISTORY	6

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 Continuing Professional Development (CPD) Committee (College Body) is established under the authority of the College Education 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 Body is the lead committee that oversees CPD matters relating to Fellows of the RACP, CPD Users, Trainees and Overseas Trained Physicians across Aotearoa New Zealand (NZ) and Australia.

3. FUNCTIONS

The functions of the College Body are:

- a) Act as an expert body on continuing professional development and provide advice and support to the Parent Body and other College bodies involved in CPD
- b) Encourage and promote CPD participation
- c) Work with RACP management to ensure the RACP CPD programs meet the needs of the Fellowship
- d) Consider and approve minor changes to the MyCPD Framework
- e) Consider and recommend major changes to the MyCPD framework to the Parent Body for approval
- f) Promote and explain any changes to CPD to participants as well as identify barriers to participation and support all participants to be better able to complete the requirements of the program
- g) Report to the Parent Body on key metrics and issues arising from CPD participation
- h) Monitor exceptions to CPD completion

- i) Consider government regulation on CPD and revalidation in both Aotearoa NZ and Australia and recommend program and policy change to the Parent Body where appropriate
- j) Identify and facilitate peer review of learning resources suitable for CPD and promote development of learning resources to meet any unmet needs
- k) Work with Professional Practice, other College bodies and Specialty Societies to support Fellows' ongoing learning.

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

As an Australasian education and training committee, at least 20% of the membership should reside in Aotearoa NZ and at least 20% of the membership should reside in Australia.

The College Body shall comprise of up to a maximum of 15 members including:

5.1. Chair and Deputy Chair

- Chair of the College Body, selected through an open expression of interest process, approved by the Parent Body
- Deputy Chair, appointed from within the membership

5.2. Appointed members

- Representative from the Adult Medicine Division – Aotearoa NZ
- Representative from the Adult Medicine Division – Australia
- Representative from the Paediatrics & Child Health Division – Aotearoa NZ
- Representative from the Paediatrics & Child Health Division – Australia
- Representative from a Faculty – Aotearoa NZ
- Representative from a Faculty – Australia
- Representative from a Chapter – Aotearoa NZ
- Representative from a Chapter – Australia
- Nominee of the Aboriginal and Torres Strait Islander Health Committee

- Nominee of the Māori Health Committee
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter.

If the CPD Committee is not able to fill the positions as described, the positions can be filled from the wider Fellowship.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities.

5.3. Co-opted Members

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

6. MEETING

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

6.1. 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.

6.2. Chair

The Chair or the Deputy Chair will Chair all meetings.

6.3. Quorum

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

6.4. Voting

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

6.5. Secretariat

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

7. REPORTING

The College Body must report and make recommendations to the Parent Body as required.

Members representing other College bodies must report to their respective bodies following each CPD Committee meeting.

8. 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
Member of the College	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

9. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with 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	23 June 2025	Approved document.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.