

Continuing Professional Development Committee

Terms of Reference

Area of College	Professional Practice
Document Writer	Program Development Officer, Professional Practice
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Approved by	RACP Board
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References/Legislation	<i>Corporations Act 2001 (Cth)</i>
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.

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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 Committee is established under the authority of the College Education Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

2. PURPOSE

The Continuing Professional Development (CPD) Committee 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 Continuing Professional Development Committee are:

- a) Act as an expert body on continuing professional development and provide advice and support to the College Education Committee (CEC) and other College bodies involved in CPD;
- b) Encourage and promote CPD participation;
- c) Work with RACP management to ensure the College 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 CEC 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 CEC 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 CEC 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;

- l) Monitor emerging risks and issues relating to the continuous professional development function and escalate these to the CEC as appropriate.

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 15 members, including:

5.1. Chair and Deputy Chair

- a) Chair of the College Body, selected through an open expression of interest process to RACP Fellows, with selection and approval of the Chair by the College Education Committee
- b) Deputy Chair, appointed from within its membership.

5.2. Ex-officio members

- a) Member of the Aboriginal and Torres Strait Islander Health Committee or a nominee representative who identifies as Aboriginal or Torres Strait Islander as endorsed by the Aboriginal and Torres Strait Islander Health Committee
- b) Member of the Māori Health Committee or a nominee representative who identifies as Māori, as endorsed by the Māori Health Committee
- c) Advanced Trainee representative, as endorsed by the College Trainees' Committee.

5.3. Appointed members

- a) Representative from the Adult Medicine Division – Aotearoa NZ
- b) Representative from the Adult Medicine Division – Australia
- c) Representative from the Paediatrics & Child Health Division – Aotearoa NZ
- d) Representative from the Paediatrics & Child Health Division – Australia
- e) Representative from a Faculty – Aotearoa NZ
- f) Representative from a Faculty – Australia
- g) Representative from a Chapter – Aotearoa NZ
- h) Representative from a Chapter – Australia.

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

5.4. Co-opted members

Co-opted members may be appointed for a particular purpose or term as per the Governance of College Bodies By-law.

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 4 meetings per calendar year and shall meet by teleconference or videoconference. One 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. SUBCOMMITTEES AND WORKING GROUPS

The College Body may create time-limited specific purpose working groups related to the development of content for CPD resources. The College Body must report these to the CEC annually.

8. TE TIRITI O WAITANGI

The College Body acknowledges Te Tiriti o Waitangi and demonstrates its commitment to Māori aspirations and health outcomes by respecting and promoting its principles. This includes acknowledging and valuing the worldview, protocols, and Māori culture. Our policies reflect this commitment, ensuring that these values are integrated into all aspects of our operations and decision-making processes.

9. CULTURAL SAFETY (DRAFT ONLY)

This section is currently in review by indigenous staff and members of ATSIHC.

The College Body supports initiatives that foster cultural safety including members and staff across the RACP. The cultural safety journey includes cultural competence (Aotearoa NZ) and cultural awareness (Australia), as well as examining the impact of one's cultures and

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perspectives on interactions and decisions, and a commitment to acknowledging and proactively addressing these biases.

10. REPORTING

Reporting requirements are still being determined for all lead education committees under the new structure.

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

The College Body is required to provide the Parent Body:

- a report to the CEC biannually and at other times as may be required by the CEC or the Board;
- exception reports to the CEC to address emergent or risk management issues as required.

Members representing other College bodies will be required to report to those bodies following each CPD Committee meeting.

11. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
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

12. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from September 2026 onwards, must be approved by the CEC.		
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.