

Curriculum Improvement & Supervision Advisory Committee

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
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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 Curriculum Improvement & Supervision Advisory Committee (College Body) 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 College Body provides expert advice and recommendations to the College Education Committee and other College Bodies on development, implementation, and evaluation of curricula and supervision frameworks across RACP training programs. It serves as the parent body for College Learning Series (CLS) Committees, ensuring alignment with RACP's educational objectives and standards.

3. FUNCTIONS

The functions of the College Body are:

3.1. Curriculum Development and Evaluation

- a) **Advise on RACP curriculum frameworks:** Provide expert guidance on the design and implementation of RACP curriculum frameworks, ensuring they reflect contemporary medical education practices and meet accreditation standards.
- b) **Define Graduate and Program Outcomes:** Collaborate with relevant stakeholders to recommend updates to graduate and program outcomes for RACP physician training and education, as articulated in the RACP Professional Practice Framework approved by the College Education Committee.
- c) **Evaluate Curriculum Effectiveness:** Oversee the evaluation of curriculum effectiveness, identifying and recommending opportunities for improvement in design and/or implementation to enhance educational outcomes.
- d) **Review New and Amended Curricula:** Assess new and amended curricula proposed by Training Program Committees, ensuring they meet RACP standards for curriculum design, learning, teaching, and assessment programs. Provide feedback and /or endorsement of curricula for approval by Training Program Management Committee.
- e) **Develop Curriculum Policies:** Provide recommendations for the development of education policies related to curriculum development and changes in training program requirements.

- f) **Advise on Teaching and Learning Tools:** Recommend teaching and learning tools that can be mapped to the curricula content to meet program and graduate outcomes.
- g) **Ensure Alignment with Accreditation Standards:** Ensure that RACP curricula align with Australian Medical Council (AMC) and Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand (MCNZ) standards relating to educational frameworks, teaching and learning, and monitoring and evaluation.

3.2. Education Leadership and Supervision

- a) **Advise on Supervisory Frameworks:** Provide expert advice on the development and implementation of RACP supervisory frameworks, ensuring they support effective trainee development in alignment with RACP curricula
- b) **Develop Supervisor Policies:** Recommend policies for the appointment, support, and certification of supervisors, ensuring consistency and quality across training programs.
- c) **Oversee Supervisor Development:** Oversee the development and implementation of supervisor support, training, and professional development programs, including the RACP Supervisor Professional Development Program.
- d) **Evaluate Supervision Quality:** Monitor and evaluate the supervision function, utilising data to improve supervision quality and the experiences of supervisors.
- e) **Advise on Accreditation Matters:** Provide guidance on supervision matters relating to training provider accreditation, ensuring compliance with relevant standards.
- f) **Develop Supervisor Engagement Strategies:** Recommend strategies for supervisor engagement, including recognition and reward mechanisms, to foster a supportive supervisory environment.
- g) **Ensure Alignment with Accreditation Standards:** Ensure that RACP supervisory frameworks align with AMC/MCNZ standards for supervision.

3.3. Learning resources

- a) **Support continuous improvement of the College Learning Series and other learning resources:** Oversee the work of the College Learning Series Committees providing advice and recommendations on the planning, implementation and evaluation of learning resources to ensure alignment to curricula and continuous improvement.

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 12 members.

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

5.1. Chair and Deputy Chair

- Chair appointed by the College Education Committee through an expression of interest process
- Deputy Chair appointed by the committee from within its membership

5.2. Ex-officio Members

- College Censor
- Basic Trainee member nominated by the College Trainees' Committee
- Advanced Trainee member nominated by the College Trainees' Committee
- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee

5.3. Appointed Members

- Six Members who hold Fellowship of one of the College's Divisions, Faculties or Chapters and who have expertise in medical education including curriculum development and educational leadership and supervision.

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

5.4. 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 their appointee 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. INDIGENOUS OBJECT

Activity of the College Body will align with the RACP object to demonstrate a commitment to Indigenous aspirations and outcomes by:

- a) respecting and promoting the principles as enshrined in the [Uluru Statement from the Heart](#), [Te Tiriti o Waitangi](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#)
- b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities
- c) acknowledge the world views, protocols and cultures of Aboriginal and Torres Strait Islander peoples and Māori.

The College Body supports all initiatives that embed cultural safety across the RACP including both members and staff.

8. REPORTING

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

The College Body is required to provide to the Parent Body each year:

- a new or updated Work Plan (Work Plans may be one or two years)
- a report against the preceding years' Work Plan.

9. DEFINITIONS

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

Curriculum Improvement & Supervision Advisory Committee

Term	Means
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

10. HISTORY

Commencement		
Replacing the Terms of Reference of the Curriculum Advisory Group, this document was developed in line with the Board-approved education governance committee structure in June 2024.		
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).
0.2	N/A	Final draft Terms of Reference incorporating feedback from staff and members during May-July consultation.
0.3	N/A	Incorporating supervision function and feedback from staff, Education Governance Working Group (22 Jul 2025), College Education Committee (25 Jul 2025), and Curriculum Advisory Group (Aug-Oct 2025).
1.0	TBC	Approved by CEC on 7 November 2025.