

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)
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.

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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 (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 provides expert advice and recommendations to the Parent Body and other College bodies on development and evaluation of curricula and supervision frameworks across RACP training programs. It ensures alignment of the College Learning Series and other resources 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 Parent Body
- 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

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.

The College Body shall comprise up to a maximum of 16 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. Ex-officio Members

- College Censor

5.3. Appointed Members

- Up to 11 Members who hold Fellowship of one (1) of the College's Divisions, Faculties or Chapters and who have expertise in medical education including curriculum development and educational leadership and supervision
- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter.

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. REPORTING

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

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		
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

Curriculum Improvement & Supervision Advisory Committee

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	6 March 2026	Approved by the College Education Committee on 7 November 2026. The first meeting of this College Body is on 6 March 2026 when this document will take effect.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.