



**RACP**  
**Specialists. Together**  
EDUCATE ADVOCATE INNOVATE

## **Terms of Reference**

### **COVID-19 Expert Reference Group**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE  
OF A REFERENCE GROUP OF THE COLLEGE TO BE KNOWN AS THE  
COVID-19 EXPERT REFERENCE GROUP**

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## **1. INTRODUCTION AND PURPOSE**

The College's COVID-19 Expert Clinical Reference Group (the Reference Group) has been established by CPAC to advise the RACP on issues affecting the College and its members arising from the COVID-19 pandemic (with the exception of issues relating to exams, education and training programs, which are overseen by the College Education Committee).

## **2. ROLE AND RESPONSIBILITIES**

2.1 The role and responsibilities of the Reference Group is to provide advice on:

- 2.1.1 Leading advocacy on behalf of the College and its members, patients and the health of the community.
- 2.1.2 College activities, in particular college operations and its workforce, including advising on workforce isolation exit strategies.
- 2.1.3 Issues that the College needs to take up relating to the advice provided by governments to the public.
- 2.1.4 Advising on and reviewing COVID-19 related policy and clinical guidance documents developed by College bodies.
- 2.1.5 Liaising with Indigenous Committees and College bodies on COVID-19 related matters.
- 2.1.6 Any other relevant matters, including how best to respond to potential media inquiries.

2.2 The Reference Group will operate in accordance with:

- 2.2.1 These Terms of Reference
- 2.2.2 The Governance of College Bodies By-Law
- 2.2.3 The College's policies and procedures, including the Working Together and Code of Conduct policies.

## **3. EXTENT OF AUTHORITY**

The Reference Group is a development and recommending body only and does not have authority to:

- 3.1 Approve output
- 3.2 Convene without prior approval
- 3.3 Speak on behalf of the College without prior approval

## **4. MEMBERSHIP**

4.1 The Reference Group shall comprise members nominated by the following College Bodies and representative for:

- 4.1.1 Chair (selected from the Reference Group membership)
- 4.1.2 Deputy Chair (selected from the Reference Group membership)
- 4.1.3 College Policy and Advocacy Executive Committee

- 4.1.4 Aboriginal and Torres Strait Islander Health Committee
- 4.1.5 Māori Health Committee
- 4.1.6 Aotearoa New Zealand representative nominated by the Aotearoa New Zealand Committee
- 4.1.7 Private Practice representatives (2 Members):
  - 4.1.7.1 Health Reform Reference Group Lead Fellow
  - 4.1.7.2 Out of Pocket Costs Lead Fellow
- 4.1.8 Consumer Advisory Group (CAG)
- 4.1.9 Representatives nominated by the following College Bodies:
  - 4.1.9.1 Thoracic Society of Australia and New Zealand (TSANZ) (2 Members)
  - 4.1.9.2 Australasian Society for Infectious Diseases (ASID)
  - 4.1.9.3 Australasian Faculty of Public Health Medicine (AFPHM)
  - 4.1.9.4 Australasian Faculty of Occupational and Environmental Medicine (AFOEM)
  - 4.1.9.5 Paediatric and Child Health Division (PCHD)
  - 4.1.9.6 Australian and New Zealand Society for Geriatric Medicine (ANZSGM)
  - 4.1.9.7 Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)
  - 4.1.9.8 Australasian Faculty of Rehabilitation Medicine (AFRM)
  - 4.1.9.9 Australasian Society of Clinical Immunology & Allergy (ASCIA)
- 4.2 College Bodies may also nominate an Alternate representative who will participate only when the substantive member is absent from the Reference Group meetings.
- 4.3 The Chair (and Deputy Chair) will be selected through an EOI process amongst Reference Group members, by a selection panel comprising members of CPAC and if required other persons with recognised expertise.

## **5. DURATION**

- 5.1 The Reference Group will be established for a period 12 months from the date of the Reference Group's first meeting to undertake the work described in these Terms of Reference, with an option for CPAC to extend.

## **6. REPORTING**

- 6.1 The Reference Group will report to:
  - 6.1.1 The CEO for RACP operational matters as per 2.1.1
  - 6.1.2 CPAC on policy and advocacy activities
- 6.2 The Reference Group will provide CPAC with a written report of its progress against its objectives:
  - 6.2.1 As requested by CPAC.
  - 6.2.2 Upon the cessation of the Reference Group.

6.3 The CPAC representative on the Reference Group will provide a monthly report to CPAC.

## **7. DEFINITIONS**

“College” means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

“Fellow” means a Fellow of the College.

“Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.

“College Member” means a Fellow or a Trainee

“Co-opted Member” means an individual who is not a Fellow, Trainee or Director of the College and has the appropriate level of business skills and knowledge required.

**Approved by CPAC on 7 May 2020**

**Amendment approved by CPAC on 24 September 2020**