



The Royal Australasian
College of Physicians

Terms of Reference

Australasian Faculty of Occupational and Environmental Medicine Education Committee

TERMS OF REFERENCE PURSUANT TO THE BY-LAWS OF THE AUSTRALASIAN FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE COUNCIL FOR THE ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE OF THE COUNCIL TO BE KNOWN AS THE AUSTRALASIAN FACULTY OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE EDUCATION COMMITTEE



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Council, pursuant to its By-Laws, has established the AFOEM Education Committee.

1.2. The AFOEM Education Committee has been established to:

- 1.2.1. implement College Education Policy as approved by the College Education Committee (CEC) in the Faculty;
- 1.2.2. implement the College's Strategic Direction in relation to education in the Faculty;
- 1.2.3. ensure standardisation in training delivery;
- 1.2.4. ensure all forms of assessment are conducted fairly, efficiently, in a transparent manner, and in accordance with standards;
- 1.2.5. ensure accreditation is conducted fairly, efficiently, in a transparent manner and in accordance with standards;
- 1.2.6. advise CEC on education policy and program development for the Faculty Training program as appropriate;
- 1.2.7. consider speciality specific CPD and other educational resources for members, as appropriate;
- 1.2.8. work collaboratively with stakeholders on education development and delivery;
- 1.2.9. monitor training program requirements and curricula, recommending changes to the College Education Committee, and;
- 1.2.10. undertake other functions as required by the Faculty Council or Board. This may include acting as a Review Committee pursuant to the Reconsideration, Review and Appeal By-Law and/or independently considering subordinate committee decisions relating to individual trainee or Fellow progress.

1.3. The Committee must not:

- 1.3.1. enter into contractual relationships;
- 1.3.2. represent or imply in any way that the committee is a body independent of the College; or
- 1.3.3. form education policy independent of the CEC.

1.4. Composition of the Committee

The Committee shall comprise up to 8 members. The members shall include:

- 1.4.1. a Chair appointed by the AFOEM Council;
- 1.4.2. an elected Deputy Chair
- 1.4.3. a Fellow representing New Zealand interests;
- 1.4.4. the Chair or permanent delegate of the AFOEM Assessment Committee;
- 1.4.5. the Chair or permanent delegate of the AFOEM Training Committee;
- 1.4.6. a member who is allocated responsibility for CPD;



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- 1.4.7. a member who is allocated responsibility for OTP;
- 1.4.8. an AFOEM trainee.

1.5. Meetings

The committee shall meet once annually face to face with an additional five teleconference meetings if required. Additional meetings will require approval from the AFOEM President and Director of Education.

1.6. Subcommittees and Working Groups

- 1.6.1. The AFOEM Education Committee will establish the following standing Committees to consider relevant issues in more detail:
 - 1.6.1.1. the AFOEM Assessment Committee; and
 - 1.6.1.2. the AFOEM Training Committee.
- 1.6.2. In addition the AFOEM Education Committee will have oversight for the AFOEM representatives on the:
 - 1.6.2.1. Continuing Professional Development (CPD) Committee; and
 - 1.6.2.2. Overseas Trained Physicians (OTP) Assessment Committee.
- 1.6.3. The Committee may, subject to AFOEM President and Director of Education approval, create such other time-limited or specific purpose working groups as the Committee may determine necessary from time to time.

2. TERM OF OFFICE

- 2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.

3. REPORTING

- 3.1. The Committee is a Committee of **AFOEM Council** and must report to them as required. This includes reporting biannually to AFOEM Council and CEC on issues arising from Reviews and on the trainee and OTP formative and summative assessment results.
- 3.2. The Committee may make exception reports to the AFOEM Council and CEC to address emergent or risk management issues as required.

4. DEFINITIONS

- “Board” means the Board of Directors of the College.
- “College” means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee and includes the Divisions, Faculties and Chapters of the College.
- “College Education Policy” means education program rules approved by the College Education Committee or College Board.



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“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Trainee”	means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.
“Co-opted member”	from time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time or for a specified task.

Approved by **AFOEM Council** on **11 December 2014**.

By-Law History as from 11 December 2014		
Commencement of By-Law		
This By-Law was approved by AFOEM Council on 11 December 2014 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced