

# Overseas Trained Physicians Committee

## Terms of Reference

|                                  |  |
|----------------------------------|--|
| <b>Area of College</b>           | Professional Practice  |
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| <b>Approved by</b>               | RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)           |
| <b>Effective Date</b>            | 1 June 2026  |
| <b>Next Review Date</b>          | February 2028  |
| <b>References/Legislation</b>    | <i>Corporations Act 2001 (Cth)</i>   |
| <b>Associated RACP Documents</b> | Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution        |
| <b>Applicability</b>             | 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 Overseas Trained Physicians (OTP) 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 purpose of the College Body is to be the lead committee for the OTP function across RACP training programs. It acts as the expert body for OTP, developing standards and policy and ensures consistent application of policy and process across training programs. It ensures compliance with government requirements and agreements in Aotearoa New Zealand and Australia.

## 3. FUNCTIONS

The functions of the College Body are:

- a) Act as an expert body on OTP assessment and provide advice and support to the Parent Body and College bodies involved in OTP assessment and support
- b) Oversee the assessment of internationally qualified specialists in accordance with the agreement between the Australian Health Practitioner Regulation Agency and the Royal Australasian College of Physicians, the Australian Medical Council Standards for Medical Education and the policy for OTP assessment approved by the Parent Body
- c) Oversee the assessment of internationally qualified specialists in accordance with the memorandum of Understanding between the Medical Council of New Zealand and the Royal Australasian College of Physicians and the policy for OTP assessment approved by the Parent Body
- d) Develop policy relating to OTP assessment for the approval of the Parent Body
- e) Guide development of procedures and resources to support OTPs and their assessors (which includes members of the OTP Assessment Committees, interviewers, peer reviewers, supervisors and practice visitors)

- f) Develop and support appropriate initiatives that will assist OTPs to develop their cultural competence and safety
- g) Oversee the actions of OTP Assessment Committees and the processes of OTP assessment to ensure that RACP processes for the assessment of OTPs are consistent, reliable, fair and safe
- h) Convene ad hoc committees to conduct reviews of OTP decisions when these are required according to the RACP Reconsiderations, Reviews and Appeals Process By-law
- i) Monitor emerging risks and issues relating to OTP assessment escalating and reporting these to the Parent Body as appropriate
- j) Monitor and evaluate the OTP assessment function and identify and implement improvements
- k) Report key metrics to the Parent Body on the OTP function.

#### **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 up to a maximum of 16 members, with a minimum of seven (7) standing members at any one (1) time, including:

##### **5.1. Chair**

- Chair of the College Body, selected through an open expression of interest process, approved by the Parent Body

##### **5.2. Ex-officio Members**

- Two (2) Members from the OTP Assessment Committee – Adult Medicine and Chapters (Australia)
- Two (2) Members from the OTP Assessment Committee – Paediatrics and Faculties (Australia)
- Two (2) Members from the OTP Assessment Committee – Aotearoa New Zealand

##### **5.3. Appointed Members**

- Where possible the committee should include at least one (1) Fellow who has undergone OTP assessment in either Aotearoa New Zealand or Australia.

Members drawn from the Divisions, Faculties and Chapters should have expertise in OTP assessment.

### 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.

Members representing other College bodies must report to their respective bodies following each meeting of this College 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   |

| <b>Term</b>           | <b>Means</b>  |
|-----------------------|---|
| 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

| <b>Commencement</b>  |                 |  |
|--|-----------------|--|
| Replacing the previous Terms of Reference, 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. |                 |  |
| <b>Revision</b>  | <b>Revision</b> | <b>Revision</b>  |
| 0.1  | N/A             | Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).                                     |
| 1.0  | 7 April 2025    | Approved document.   |
| 1.1  | 1 June 2026     | Document updated to include the Indigenous Object reference and in section 5, Membership Composition, changed to a minimum of seven (7). |