

TERMS OF REFERENCE

Physician of the Future Working Group

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND
MAINTENANCE OF A WORKING GROUP OF THE RACP COLLEGE
COUNCIL TO BE KNOWN AS THE PHYSICIAN OF THE FUTURE
WORKING GROUP**

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1. INTRODUCTION AND PURPOSE

The purpose of the Physician of the Future Working Group is to identify key trends and opportunities within the evolving medical landscape and how these will impact physicians.

2. ROLE AND RESPONSIBILITIES

- 2.1. The role and responsibilities of the Physician of the Future Working Group are to:-
 - 2.1.1. consider action/s required in relation but not limited to, physician education, professional development, and professional adaptation as individuals; and
 - 2.1.2. develop a project plan to advance a physician of the future strategy; and
 - 2.1.3. ensure appropriate consultation with relevant external and internal stakeholders such as, but not limited to, the College Education Committee and the College Trainees Committee, in developing the project plan; and
 - 2.1.4. present recommendations to the College Council for endorsement prior to presentation to the College Board for approval.
- 2.2. The Physician of the Future Working 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 [Conflicts of Interest](#) and [Code of Conduct](#) policies.

3. EXTENT OF AUTHORITY

The Physician of the Future Working 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.
- 3.4. Enter into contractual relationships.
- 3.5. Represent or imply in any way that the Physician of the Future Working Group is a body independent of the College.

4. MEMBERSHIP

- 4.1. The Physician of the Future Working Group shall comprise of no more than 14 members who possess the interest, expertise, and knowledge to represent the work of the College.

- 4.2. Membership will comprise:-
- 4.2.1. Chair (refer 4.4)
 - 4.2.2. Fellows of the:
 - 4.2.2.1. Adult Medicine Division (2)
 - 4.2.2.2. Paediatrics & Child Health Division (2)
 - 4.2.2.3. Australasian Faculty of Occupational and Environmental Medicine (1)
 - 4.2.2.4. Australasian Faculty of Public Health Medicine (1)
 - 4.2.2.5. Australasian Faculty of Rehabilitation Medicine (1)
 - 4.2.3. Basic Trainees (2)
 - 4.2.4. Advanced Trainees (3)
 - 4.2.5. Consumer representative (1)
- 4.3. Where possible, consideration should be given to include Aotearoa New Zealand, Aboriginal and/or Torres Strait Islander, and Māori representation. Additional support from these groups to advance the activities of the Working Group may be sought (co-opted) as necessary.
- 4.4. The members of the Physician of the Future Working Group (including those co-opted) will be selected and appointed in accordance with clauses 6.2.1 and 6.2.4 (Appointments) of the College's *Governance of College Bodies By-law*.
- 4.5. The Chair of the Physician of the Future Working Group will be appointed by and from College Council.
- 4.6. The Physician of the Future Working Group will be supported by College Staff from the Member Services team.

5. DURATION/TERM

- 5.1. The term of membership shall be two years.

6. FREQUENCY AND LOCATION

- 6.1. The Physician of the Future Working Group will meet a minimum of four times per year via videoconference.

7. REPORTING

- 7.1. The Physician of the Future Working Group will report to College Council.
- 7.2. The Physician of the Future Working Group will provide regular updates to College Council Executive meetings and a written report to each College Council meeting on progress against its objectives.

8. DEFINITIONS

“Board”	Means the Board of Directors of the College
“College”	Means The Royal Australasian College of Physicians, an incorporated Body limited by guarantee ACN 000 039 047
“College Body” or “Body”	Means:- a) the Council of each Division or Faculty of the College b) the Committee of each Chapter formed within a Division or Faculty c) each Board Committee; and d) each Committee, sub-committee, working group, expert Working Group or other sub-group formed under the auspices of any of the above, whether or not limited in time or purpose
“Conflict of Interest”	<p>A conflict of interest arises when the interest of a member (or those of their families, friends or other organisations with which they are involved) are incompatible or in competition with the interests of the College.</p> <p>A conflict may relate to either a financial or a non-financial interest. A financial interest refers to the possibility of a financial or other material gain arising in connection with decision-making (for example the awarding of a contract to a company with which the member is involved, the awarding of a service contract to a member’s spouse, the making of a grant to a member’s dependent child). A non-financial interest refers to benefits not linked directly to material gain (for example enhancement of career and the possibility of acquiring additional professional recognition, status or fame). If not avoidable and not managed appropriately and transparently conflicts of interest have the potential to:</p> <ul style="list-style-type: none"> • damage effective decision making, • undermine the functioning of the College Body, and • attract adverse publicity. <p>Section 6 of this By-Law sets out a process to manage any conflicts, and perceived conflicts, of interest that may arise from membership of a College Body.</p>
“Fellow”	Has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Financial Member”	A member of the College (Fellow or Trainee) who has paid the annual subscription and any other monies owing to the College by the due date..
“Member”	Means an elected or appointed member of a College Body including the President and other office holders of the College.
“Office Holder”	Has the same meaning as defined in the College’s Constitution and includes a member of any College Body.
“Quorum”	<p>The minimum number of members of a College Body who must be present at a properly constituted meeting of the Body to validly transact business is termed a quorum.</p> <p>This By-Law specifies that the quorum for College Body meetings is to be not less than half the membership of that Body (excluding members who may be disqualified from participating in the consideration of and/or voting on a particular matter due to a conflict of interest). The actual number of members that comprise a quorum could therefore change.</p> <p>For example, if the membership of a particular College Body is 20, the normal quorum for the valid transaction of business is 10 members present.</p> <p>However, if 5 members are conflicted and therefore disqualified from participating in the consideration of a matter, the required quorum for that meeting reduces to 8 members (that is not less than half of the 15 remaining members who are eligible to vote on a particular matter).</p>

	For the sake of clarity, “ex officio” members of a College Body are to be included in its count of members for the purpose of determining a quorum for meetings (unless disqualified from participating for any reason).
“Trainee”	Means a person registered as a Trainee with a Division or Faculty of the College or with a Chapter of one of them and who is undergoing training leading to admission to Fellowship with a Division, Faculty or Chapter of the College.
“Written Resolution”	Also known as a circular resolution. The College’s Constitution and Australia’s Corporations Act permits the Board of the College and members of its respective College Bodies to pass a resolution without a meeting being held if all the Board members, or members of the respective College Body, entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The document is called a written, or circular, resolution.
“Education Committees”	Committees of the College that have an operational role in the development and implementation of education and training. These include Division and Faculty education committees, along with their subordinate committees, OTP committees and CPD committees in both Australia and New Zealand.

Approved by the RACP Board on 17 December 2021.

Terms of Reference History as from 17 December 2021		
Commencement of By-Law		
These Terms of Reference were approved by the Board of the College on 17 December 2021 and commenced on that date.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced