

Terms of Reference

Aotearoa New Zealand Advanced Training Subcommittee - Nephrology

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE ADVANCED TRAINING COMMITTEE – NEPHROLOGY TO BE
KNOWN AS THE AOTEAROA NEW ZEALAND ADVANCED TRAINING
SUBCOMMITTEE – NEPHROLOGY.**

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1. INTRODUCTION AND PURPOSE

1.1. The Advanced Training Committee – Nephrology pursuant to its terms of reference has established the Aotearoa New Zealand Advanced Training Subcommittee – Nephrology.

1.2. The Aotearoa New Zealand Advanced Training Subcommittee – Nephrology acknowledges Te Tiriti o Waitangi / The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees.

We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the above principles

1.3. The Aotearoa New Zealand Advanced Training Subcommittee – Nephrology has been established to:

- 1.3.1. Monitor and assess individual trainee progress in Nephrology in New Zealand;
- 1.3.2. confirm completion of training requirements to progress to Fellowship;
- 1.3.3. provide support to supervisors in Nephrology in New Zealand;
- 1.3.4. accredit Advanced Training sites or programs in Nephrology in New Zealand;
- 1.3.5. assess recognition of prior learning in Nephrology in New Zealand;
- 1.3.6. provide feedback on training program requirements, assessment, curricula and resource content as requested by the Advanced Training Committee – Nephrology;
- 1.3.7. advise on assessment and resource content;
- 1.3.8. provide advice to the MCNZ on OTP applications, as requested by the NZ OTP Unit; and
- 1.3.9. provide advice on specialty specific CPD and other educational resources for members in New Zealand, as appropriate.
- 1.3.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures, and;
- 1.3.11. assess and provide advice on specialist recognition in Nephrology for NZ Fellows who have not completed the Specialty Advanced Training Program.

1.4. The Subcommittee must not:

- 1.4.1. enter into contractual relationships;
- 1.4.2. represent or imply in any way that the Subcommittee is a body independent of the College; or
- 1.4.3. form policy independent of the College Education Committee or undertake activities outside those approved by the College for this Subcommittee.

1.5. Composition of the Subcommittee

The Subcommittee shall comprise up to seven (7) members selected by expressions of interest. Subcommittee members should be RACP members, unless otherwise approved. The members shall include:

- 1.5.1. a Chair, nominated by the Subcommittee and approved by the Advanced Training Committee – Nephrology;
- 1.5.2. an elected Deputy Chair
- 1.5.3. at least one member belonging to the relevant Specialty Society(ies)
- 1.5.4. a member who is allocated responsibility for Paediatric interests
- 1.5.5. a New Zealand trainee in Nephrology, or an alternate approved by the Subcommittee.

Members may have multiple responsibilities.

The Chair of the NZ Subcommittee, or their delegate, will act as the Deputy Chair on the Advanced Training Committee – Nephrology.

1.6. Meetings

The Subcommittee shall meet face to face once annually with up to nine (9) teleconference/videoconference meetings if required. Additional meetings require approval from the Chair of the Aotearoa NZ Adult Medicine Division Education Committee and the Director of Education.

2. TERM OF OFFICE

- 2.1. Members of the Subcommittee 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 Subcommittee is a Committee of Advanced Training Committee – Nephrology and must report to them as required from time to time.

- 3.2.** The Subcommittee may make, through the Advanced Training Committee – Nephrology, exception reports to the Aotearoa New Zealand Adult Medicine Division Education Committee, Aotearoa New Zealand Paediatric and Child Health Division Education Committee or College Education Committee to address emergent or risk management issues as required.
- 3.3.** The Subcommittee will provide summary reports to the relevant Specialty Society(ies) from time to time in the specified format.
- 3.4.** Reviews of decisions of the Aotearoa New Zealand Subcommittee in Nephrology will be undertaken by a panel convened by the Aotearoa NZ Adult Medicine Division Education Committee. If the review is for a paediatric trainee, the panel will include representation from the Aotearoa NZ Paediatric & Child Health Division Education Committee.

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.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	means a Fellow of the College.
“Specialty Society”	Specialty Societies are professional bodies for consultant physicians, which may include other medical practitioners, healthcare workers, researchers and other professional groups engaged in that specialty. Their objectives may include continuing professional development and support of members, involvement in education and research, mentoring of Trainees in their specialty, development and implementation of practice guidelines, and policy and advocacy for healthcare.
“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 the College.

Approved by **Aotearoa Adult Medicine Division Education Committee** on **20 April 2015**.

By-Law History as from 20 April 2015		
Commencement of By-Law		
This By-Law was approved by Aotearoa Adult Medicine Division Education Committee on 20 April 2015 and commenced on that date		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.2	Acknowledging and committing to the principles of Te Tiriti in the By-Laws of the Subcommittee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua	30 November 2018
1.1	Amendment of Subcommittee name from "New Zealand Advanced Training Subcommittee – Endocrinology" to "Aotearoa New Zealand Advanced Training Subcommittee – Endocrinology"	7 April 2021
1.6	Amended from 2 face to face meeting annually to 1 face to face meeting annually and up to 5 video conference meetings.	7 April 2021