

# Training Program Committee – Basic Training in Adult Medicine (Aotearoa New Zealand)

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
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<b>Approved by</b>	
<b>Effective Date</b>	First meeting date of the new Basic Training Program Committee in Q4 2025 to be confirmed.
<b>Next Review Date</b>	April 2026
<b>References/Legislation</b>	Corporations Act 2001 (Cth)
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Aotearoa New Zealand

*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.*

## Contents

<b>1. INTRODUCTION.....</b>	<b>3</b>
1.1 Established .....	3
<b>2. PURPOSE .....</b>	<b>3</b>
<b>3. FUNCTION .....</b>	<b>3</b>
<b>4. COLLEGE BODY PROHIBITIONS.....</b>	<b>4</b>
<b>5. MEMBER COMPOSITION.....</b>	<b>4</b>
5.1 Chair and Deputy Chair.....	4
5.2 Ex-Officio Members.....	4
5.3 Appointed Members .....	4
5.4 Co-opted members .....	5
<b>6. ESTABLISHMENT OF COMMUNITIES.....</b>	<b>5</b>
<b>7. MEETING.....</b>	<b>5</b>
7.1 Number of meetings.....	5
7.2 Chair .....	5
7.3 Quorum.....	5
7.4 Voting.....	5
7.5 Secretariat .....	5
<b>8. INDIGENOUS OBJECT .....</b>	<b>5</b>
<b>9. REPORTING.....</b>	<b>6</b>
<b>10. DEFINITIONS .....</b>	<b>6</b>
<b>11. HISTORY .....</b>	<b>6</b>

## 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 Aotearoa New Zealand Basic Training Program Committee in Adult Medicine (College Body) is established under the authority of the Training Program Management Committee to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

## 2. PURPOSE

The College Body will be responsible for the oversight of the Basic Training Program in Adult Medicine in Aotearoa New Zealand.

## 3. FUNCTION

The functions of the College Body are to oversee, for the relevant training program, in accordance with College policies and procedures:

- a) Entry to the training program
- b) Recognition of Prior Learning, and modifications to training program requirements for individual trainees
- c) Prospective approval of proposed training
- d) Monitoring of trainee progress, progress decisions and enhanced training support
- e) Applications for Special Requests
- f) Support for supervisors
- g) Confirmation of completion of training program requirements for admission to Advanced Training
- h) Development and improvement of training program curriculum including making recommendations for moderate and major changes
- i) Appointment of Directors of Physician/Paediatric Education (DPEs)
- j) Accreditation of training settings
- k) Reconsideration of committee decisions and review of decisions made by child committees (if relevant)

- l) Monitoring of risks and issues within the training program and escalation of these to the Training Program Management Committee.

#### **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 13 members including:

##### **5.1 Chair and Deputy Chair**

- Chair, appointed within membership
- Deputy Chair, appointed within membership

##### **5.2 Ex-Officio Members**

- Chair, or permanent delegate, of the Training Program Committee – Basic Training Program in Adult Medicine (Australia)
- Chair, or permanent delegate, of the Written Examination Committee – Adult Medicine Division
- Chair, or permanent delegate, of the Aotearoa New Zealand Subcommittee – Clinical Examinations (Adult Medicine)
- Member of the Basic Training Accreditation Subcommittee

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

- Two (2) Trainees, or alternates approved by the College Body
- Directors of Physician Education from regions in Aotearoa New Zealand (NZ)
  - Northern | Te Tai Tokerau
  - Midland | Te Manawa Taki
  - Central | Te Ikaroa

- South Island | Te Waipounamu
- Member with skills that can assist with the work of the College Body.

Members of the College Body must be RACP members, unless otherwise approved. Members may have multiple responsibilities.

#### **5.4 Co-opted members**

Co-opted members may be appointed for a particular purpose or term.

### **6. ESTABLISHMENT OF COMMUNITIES**

The College Body may, subject to the Governance of College Bodies By-Law, create and dissolve specific purpose Communities to act as a Progress Review Panel (Secondary) as described in Appendix A.

### **7. MEETING**

This section is to be read in conjunction with the Governance of College Bodies By-law.

#### **7.1 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.

#### **7.2 Chair**

The Chair or their appointee will Chair all meetings.

#### **7.3 Quorum**

A quorum is one half of the total College Body membership.

#### **7.4 Voting**

Decisions will be made by consensus of the majority of members.

#### **7.5 Secretariat**

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

### **8. INDIGENOUS OBJECT**

Activity of the College Body will align with the RACP object to demonstrate a commitment to Indigenous aspirations and outcomes by:

# Training Program Committee – Basic Training in Adult Medicine (Aotearoa New Zealand)

- a) respecting and promoting the principles as enshrined in the [Uluru Statement from the Heart](#), [Te Tiriti o Waitangi](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#)
- b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities
- c) acknowledge the world views, protocols and cultures of Aboriginal and Torres Strait Islander peoples and Māori.

## 9. REPORTING

*Reporting requirements are still being determined for all committees under the new structure.*

The College Body must report agreed training program activity metrics, escalate emerging risks and issues and make recommendations to the Parent Body and other College Bodies as required.

## 10. 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
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

## 11. HISTORY

Commencement		
Replacing the previous Terms of Reference, this document was developed in line with the Board-approved education governance committee structure in June 2024. Subsequent changes post-implementation, from September 2026 onwards, must be approved by the TPMC.		
Revision	Effective Date	Summary of Changes
0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
0.2		Updated Terms of Reference incorporating member feedback