

Faculty Training | Training Program Committee – Occupational & Environmental Medicine

Terms of Reference

Area of College	Education, Learning and Assessment
Document Writer	Project Manager, Education Governance Review Implementation, Education Development and Improvement
Document Owner	Executive General Manager, Education, Learning and Assessment
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
Effective Date	1 June 2026
Next Review Date	February 2028
References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	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 Training Program Committee – Occupational & Environmental Medicine (College Body) is established under the authority of the College Education Committee, reporting to the Training Program Management 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 College Body will be responsible for the oversight of the Faculty Training Program in Occupational & Environmental Medicine in Aotearoa New Zealand and Australia.

3. FUNCTIONS

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 Fellowship
- h) Development and improvement of training program curriculum including making recommendations for moderate and major changes
- i) Accreditation of training settings
- j) Assessment and examinations

- k) Advice on assessment of Overseas Trained Physicians (OTPs)
- l) Reconsideration of committee decisions
- m) Approval of applications for Post Fellowship Specialty Recognition
- n) Monitoring of risks and issues within the training program.

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 17 members, including:

5.1. Chair and Deputy Chair

- Chair, appointed from within the membership
- Deputy Chair, appointed from within the membership

5.2. Ex-officio Members

- Up to two (2) permanent delegates of the Faculty Assessment Committee – Occupational & Environmental Medicine, with focus on examination delivery

5.3. Appointed Members

- Two (2) Trainees in Occupational & Environmental Medicine
- Aotearoa New Zealand Representative
- Environmental Lead
- Accreditation Lead
- OTP Assessment Lead
- Training Program Director, Aotearoa New Zealand
- Training Program Director, NSW
- Training Program Director, QLD
- Training Program Director, SA
- Training Program Director, VIC

- Training Program Director, WA
- Member with skills that assist 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 most members.

7.5. Secretariat

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

8. REPORTING

The College Body must report to the Parent Body and other College Bodies, as required, including escalating emerging risks and issues and making recommendations aligned to its Functions.

For accreditation decisions, the overseeing and reviewing body under the [Reconsideration, Review and Appeals Process By-Law](#) is the Accreditation Committee.

Training Program Committee – Occupational & Environmental Medicine

For all other decisions, the overseeing and reviewing body under the [Reconsideration, Review and Appeals Process By-Law](#) is the Training Program Management Committee.

9. 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

10. HISTORY

Commencement		
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.		
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).
1.0	1 January 2026	Final version under the Board-approved new education governance structure.
1.1	1 June 2026	Document updated to include the Indigenous Object reference and under the Reporting section, the reviewing bodies under the Reconsideration, Review and Appeals Process By-Law .

Appendix A: RACP Progress Review Panel (Secondary)

1. PURPOSE

The purpose of a Progress Review Panel (Secondary) is to review trainee progress and record progression decisions, according to training requirements and progression criteria.

2. FUNCTIONS

The functions of a Progress Review Panel (Secondary) are to:

- a) Review trainee's progress against established progression criteria and recommend progression decisions including training conditions
- b) Identify trainees who may need additional support via the training support pathway
- c) Propose modified training requirements (including training conditions) for individual trainees, as appropriate
- d) Record recommended trainee progression decisions via the Training Management Platform (TMP) for review and endorsement by the relevant training program committee
- e) Uphold College policy requirements including privacy policy, conflicts of interest, and code of conduct in all discussions and activities.

3. MEMBERSHIP

A Progress Review Panel (Secondary) shall comprise of College members and other individuals with interest, experience and expertise in assessment and medical education relevant to the training program. Members must be able to use training data to make judgements on outcomes and engage in collegial discussions to reach decisions.

Refer to Progress Review Panel Guide for recommendations on panel composition.

4. REPORTING

A Progress Review Panel (Secondary) is accountable to the relevant training program committee, and any progression decisions made are reviewed by the committee for endorsement prior to publication.