

Training Program Management Committee

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
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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	Australia and 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.

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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 Management 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.

2. PURPOSE

The College Body is the lead committee for the training program management function across RACP training programs. Training program management includes oversight of curriculum implementation, supervisor support and monitoring and supporting trainee progression from entry to completion of a training program. It acts as the expert body for training program management, develops standards and policy, and promotes consistent application of policies and processes across training programs.

3. FUNCTION

The functions of the College Body are:

- a) Act as an expert body on training program management, share good practice and provide advice and support to the Parent Body and Training Program Committees
- b) Develop standards and policy for approval by the Parent Body relating to training program management including progression through training, flexible training, training support, and recognition of prior learning
- c) Oversee training program management function and promote consistent application of policies and processes across training programs, including standardised training program components (e.g., Advanced Training Research Projects)
- d) Oversee supervisor support and compliance with supervisor training requirements
- e) Monitor emerging risks and issues relating to training program management function, escalating and reporting these to the Parent Body as appropriate
- f) Align RACP's training program management function with Australian Medical Council/Medical Council of New Zealand accreditation standards and requirements
- g) Monitor and evaluate the training program management function, identify and implement improvements

- h) Convene decision review panels as required to review decisions of Training Program Committees in accordance with the Reconsideration, Review and Appeals By-Law.

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

As an Australasian education and training committee, at least 20% of the membership should reside in Aotearoa New Zealand and at least 20% of the membership should reside in Australia.

The College Body shall comprise up to a maximum of 17 members including:

5.1 Chair and Deputy Chair

- Chair of the College Body, selected through an open expression of interest process, approved by the Parent Body
- Deputy Chair, appointed from within the committee membership

5.2 Ex-officio Members

Ex-officio members shall comprise the Chair, or permanent delegate, of the following committees:

- Training Program Committee – Basic Training in Adult Medicine (Aotearoa New Zealand)
- Training Program Committee – Basic Training in Adult Medicine (Australia)
- Training Program Committee – Basic Training in Paediatrics & Child Health (Aotearoa New Zealand)
- Training Program Committee – Basic Training in Paediatrics & Child Health (Australia)
- A Training Program Committee – Advanced Training (Adult Medicine Division)
- A Training Program Committee – Advanced Training (Paediatrics & Child Health Division)
- Training Program Committee – Rehabilitation Medicine

- Training Program Committee – Public Health Medicine
- Training Program Committee – Occupational and Environmental Medicine
- Training Program Committee – Sexual Health Medicine
- Training Program Committee – Palliative Medicine
- Training Program Committee – Addiction Medicine
- Training Program Committee – Community Child Health
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division nominated by the College Trainees' Committee
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty nominated by the College Trainees' Committee
- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee.

5.3 Co-opted members

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

5.4 Executive committee

5.4.1 Establishment of an Executive Committee

Subject to Board approval, the College Body may (but is not required to) establish an Executive Committee to conduct business on behalf of the College Body in the intervening periods between meetings.

5.4.2 Role of the Executive Committee

The Executive Committee shall meet in the intervening periods between the College Body and as otherwise required by the College Body, to exercise such powers of the College Body in managing the business and interests of the College Body, as may be delegated to it by resolution of the College Body or as the Chair, in certain cases may decide.

5.4.3 Membership of the Executive Committee

- The Chair of the College Body
- The Deputy Chair of the College Body
- One member of the College Body as appointed by the College Body membership through an Expression of Interest process

- Up to two members of the College Body, as appointed by the College Body Executive as Co-opted members should certain skills be required in business considerations.

The Executive Committee shall always have an odd number of members to ensure majority decision-making processes.

6. MEETING

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

6.1 Committee Attendance

One Basic and one Advanced Trainee may be invited by the Chair to attend meetings of the College Body as observers.

The Basic and Advanced Trainee shall not be considered as part of the College Body quorum, and only have the right to a proxy vote, should either of the standing trainee members not be in attendance at a meeting.

The Chair shall have the discretion as to what part of parts of the College Body's meeting papers shall be provided to the invited Basic and Advanced trainees under this clause (6.1).

6.2 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.

6.3 Chair

The Chair or their appointee will Chair all meetings.

6.4 Quorum

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

6.5 Voting

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

6.6 Secretariat

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

7. SUBCOMMITTEES AND WORKING GROUPS

The College Body may create time-limited specific purpose working groups related to the development and review of training program management policy, standards and procedures. The College Body must report these to the Parent Body annually.

8. INDIGENOUS OBJECT

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

- 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.

The College Body supports all initiatives that embed cultural safety across the RACP including both members and staff.

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 Parent Body.		
Revision	Effective Date	Summary of Changes

Training Program Management Committee

0.1	N/A	Draft Terms of Reference in line with the Board-approved education governance structure (June 2024).
0.2	N/A	Final draft Terms of Reference incorporating feedback from staff and members during May-July consultation.
1.0	13 February 2026	Approved by the College Education Committee on 7 November 2026. The first meeting of this College Body is on 13 February 2026 when this document will take effect.