

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
Approved by	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
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References/Legislation	<i>Corporations Act 2001 (Cth)</i>
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 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.

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 is the lead committee for the training program management function across RACP training programs. Training program management includes oversight of curriculum implementation, 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. FUNCTIONS

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 compliance with supervisor training requirements
- e) Align RACP's training program management function with Australian Medical Council / Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand accreditation standards and requirements

- f) Monitor and evaluate the training program management function, identify and implement improvements

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 membership

5.2 Ex-officio Members

Ex-officio members shall comprise of 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

5.3 Appointed Members

- Nominee of the Aboriginal and Torres Strait Islander Health Committee
- Nominee of the Māori Health Committee
- Basic Trainee from the Adult Medicine Division or Paediatrics & Child Health Division
- Advanced Trainee from the Adult Medicine Division, Paediatrics & Child Health Division, or from a Faculty or Chapter.

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.

5.5 Executive Committee

5.5.1 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.

5.5.2 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.

5.5.3 Membership of the Executive Committee

- Chair of the College Body
- Deputy Chair of the College Body

- One (1) member of the College Body as appointed by the College Body membership through an expression of interest process
- Up to two (2) members of the College Body, as appointed by the Executive Committee 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 College Body Attendance

One (1) Basic Trainee and one (1) Advanced Trainee may be invited by the Chair to attend meetings of the College Body as observers.

The Basic and Advanced Trainees 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. REPORTING

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.

8. 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

9. HISTORY

Commencement		
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).
0.2	N/A	Final draft Terms of Reference incorporating feedback from staff and members during May-July consultation.
1.0	7 November 2025	Approved by the College Education Committee on 7 November 2025.
1.1	1 June 2026	Document updated to include the Indigenous Object reference.