

# Advanced Training | Training Program Subcommittee – Endocrinology

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
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<b>Approved by</b>	RACP Board (as per Board-approved Education Governance Review Board Proposal, June 2024)
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<b>References/Legislation</b>	<i>Corporations Act 2001</i> (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.*

**TABLE OF CONTENTS**

<b>1. INTRODUCTION</b> .....	<b>3</b>
1.1. Established.....	3
1.2. Indigenous Object.....	3
<b>2. PURPOSE</b> .....	<b>3</b>
<b>3. FUNCTIONS</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. Appointed Members .....	4
5.3. Co-opted Members.....	4
<b>6. MEETING</b> .....	<b>4</b>
6.1. Number of Meetings .....	4
6.2. Chair .....	4
6.3. Quorum .....	5
6.4. Voting.....	5
6.5. Secretariat.....	5
<b>7. REPORTING</b> .....	<b>5</b>
<b>8. DEFINITIONS</b> .....	<b>5</b>
<b>9. HISTORY</b> .....	<b>5</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 Training Program Subcommittee – Endocrinology (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 Advanced Training Program in Endocrinology in Aotearoa New Zealand.

## 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) Advice on assessment of Overseas Trained Physicians (OTPs)

- k) Reconsideration of College Body decisions
- l) Approval of applications for Post Fellowship Specialty Recognition
- m) 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 seven (7) members, including:

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

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

##### **5.2. Appointed Members**

- Trainee in Endocrinology from Aotearoa New Zealand, or an alternate approved by the College Body
- At least one (1) member belonging to the relevant Specialty Society(ies).

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

##### **5.3. Co-opted Members**

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

#### **6. MEETING**

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

##### **6.1 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.

##### **6.2 Chair**

The Chair or their appointee will Chair all meetings.

### 6.3 Quorum

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

### 6.4 Voting

Decisions will be made by consensus of most members.

### 6.5 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 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.

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

## 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		
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).

## Training Program Subcommittee – Endocrinology

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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 <a href="#">Reconsideration, Review and Appeals Process By-Law</a> .