



The Royal Australasian
College of Physicians

Terms of Reference

Adult Medicine Division Basic Training Committee

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE ADULT MEDICINE DIVISION TO BE KNOWN AS THE ADULT
MEDICINE DIVISION BASIC TRAINING COMMITTEE**



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1. INTRODUCTION AND PURPOSE

1.1. The Adult Medicine Division Education Committee has established the Adult Medicine Division Basic Training Committee.

1.2. The Adult Medicine Division Basic Training Committee has been established to:

- 1.2.1. oversee the implementation of College Education Policy in the Adult Medicine Division Basic Training (BT) program;
- 1.2.2. oversee the Adult Medicine Basic Training program nationally, including accreditation, examinations and supervision, working collaboratively with Directors of Physician Education and relevant New Zealand committees, to ensure Basic Training is conducted fairly, efficiently and in a transparent manner;
- 1.2.3. oversee and monitor progression of Basic Trainees in Adult Medicine, approving requests for special consideration in BT, including:
 - review and approval of rotations that may arise from new training environments;
 - oversight for Basic Trainees in difficulty;
 - exam eligibility and certification of training, and;
 - recognition of prior learning;
- 1.2.4. monitor training of, and provide support to, BT supervisors;
- 1.2.5. approve the appointment of and support Directors of Physician Education;
- 1.2.6. oversee accreditation of new training environments;
- 1.2.7. monitor and review BT guidelines, assessment requirements and curricula recommending changes to the College Education Committee, via the Adult Medicine Division Education Committee.

1.3. The Committee must not:

- 1.3.1. enter into contractual relationships; or
- 1.3.2. represent or imply in any way that the committee is a body independent of the College.
- 1.3.3. form education policy independent of the CEC.

1.4. Composition of the Committee

The Committee shall comprise up to 15 members. The members shall include:

- 1.4.1. a Chair, elected by the committee and appointed by the Adult Medicine Division Education Committee;
- 1.4.2. an elected Deputy Chair;
- 1.4.3. the Chair, Deputy Chair or delegate of the Clinical Exam Committee;



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- 1.4.4. the Chair, Deputy Chair or delegate of the Site Accreditation Committee
- 1.4.5. the Chair or delegate of the Written Exam Committee (Adult Medicine);
- 1.4.6. a member of the New Zealand Adult Medicine Division Education Committee;
- 1.4.7. eight representatives from the Directors of Physician Education fora from the following regions;
 - QLD
 - NSW
 - ACT
 - TAS
 - VIC
 - NT
 - SA
 - WA
- 1.4.8. two trainees appointed by the College Trainees Committee, or alternates approved by the committee.

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet face to face once annually with up to nine (9) videoconference/teleconference meetings if required. Additional meetings require approval from the Division Education Committee Chair and the Director of Education.

1.6. Subcommittees and Working Groups

- 1.6.1. Under the auspices of the Adult Medicine Division Education Committee, in consultation with the Paediatric & Child Health Division, the AMD Basic Training Committee will establish the following standing Committees to consider relevant issues in more detail:
 - the Joint Site Accreditation Committee;
- 1.6.2. In addition the Adult Medicine Division Basic Training Committee will have authority to convene non-standing state based or national Director of Physician Education fora in conjunction with the Director of Education.
- 1.6.3. The Committee may, subject to Adult Medicine Division Council and Director of Education approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

2. ELECTION AND TERM OF OFFICE

- 2.1. Appointed members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the



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Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.

2.2. The Deputy Chair will be elected by committee members.

3. REPORTING

3.1. The Committee is a Committee of **Adult Medicine Division Education Committee** and must report to that Committee as required from time to time.

3.2. The Committee may make exception reports to the **Adult Medicine Division Education Committee** and **College Education Committee** to address emergent or risk management issues as required.

4. DEFINITIONS

“Board”	means the Board of Directors of the College.
“College”	means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee and includes the Divisions, Faculties and Chapters of the College.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	has the same meaning as defined in the College’s Constitution, including Honorary Fellows.
“Trainee”	means a person who is undertaking a program of Training approved by the College in order to gain Fellowship or a Diploma.
“Co-opted member”	from time to time a College Body may require the contribution of person who has particular expertise to assist the College Body in its deliberations. To achieve this, College Bodies are able to co-opt members for a specified time or for a specified task.

Approved by **Adult Medicine Division Education Committee** on **4 March 2015**.

By-Law History as from 4 March 2015		
Commencement of By-Law		
This By-Law was approved by Adult Medicine Division Education Committee on 4 March 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.4.7	Separate NSW and ACT DPE representation	Approved by AMDEC on 20 April 2015. Commenced May 2015.
1.6.1	Removal of clauses 1.6.1.2 and 1.6.1.3 to reflect changes to assessment governance model	10 June 2016
1.2	Removal of clause 1.2.7 (monitor and review audits of examination data promoting quality improvement), with the establishment of the Divisional Assessment Committee who will oversee this	2017



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1.5	Amendment of number of face-to-face meetings from two to one as per changes to 'RACP Meetings of College Bodies Policy'.	January 2021
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