



The Royal Australasian
College of Physicians

Terms of Reference

Faculty Training Committee – Occupational & Environmental Medicine

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE AUSTRALASIAN FACULTY OF OCCUPATIONAL &
ENVIRONMENTAL MEDICINE EDUCATION COMMITTEE TO BE KNOWN AS THE
FACULTY TRAINING COMMITTEE – OCCUPATIONAL & ENVIRONMENTAL
MEDICINE**



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1. INTRODUCTION AND PURPOSE

1.1. The Australasian Faculty of Occupational & Environmental Medicine (AFOEM) Education Committee pursuant to its terms of reference has established the Faculty Training Committee – Occupational & Environmental Medicine.

1.2. The Faculty Training Committee – Occupational & Environmental Medicine has been established to:

- 1.2.1. monitor and assess individual trainee progress in Occupational & Environmental Medicine;
- 1.2.2. confirm completion of training requirements to progress to Fellowship;
- 1.2.3. monitor training of and provide support to supervisors in Occupational & Environmental Medicine;
- 1.2.4. accredit training sites in Occupational & Environmental Medicine;
- 1.2.5. assess recognition of prior learning (RPL);
- 1.2.6. monitor and review training program requirements, assessment and curricula in Occupational & Environmental Medicine in consultation with relevant stakeholders and recommend changes to the College Education Committee, via the AFOEM Education Committee;
- 1.2.7. oversee and review the training program at a regional level in consultation with stakeholders recommending changes as appropriate;
- 1.2.8. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures;
- 1.2.9. assess and provide advice on specialty recognition in Occupational & Environmental Medicine for Fellows who have not completed the training program, and;
- 1.2.10. advise on support and development for trainees.

1.3. The Committee must not:

- 1.3.1. enter into contractual relationships;
- 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 College Education Committee.

1.4. Composition of the Committee

The Committee shall comprise up to 10 members selected by expressions of interest. The members shall include:

- 1.4.1. a Chair appointed by the Faculty Education Committee;
- 1.4.2. an elected Deputy Chair;
- 1.4.3. a member who is allocated responsibility for Regional and New Zealand interests;
- 1.4.4. an Occupational & Environmental trainee, or an alternate approved by the committee.



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Members may have multiple responsibilities.

1.5. Meetings

The committee shall meet face to face twice annually with an additional two teleconference meetings if required. Additional meetings require approval from the Chair of the Faculty Education Committee and the Director of Education.

2. TERM OF OFFICE

- 2.1. 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 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 term of membership for nominated positions to the committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment.

3. REPORTING

- 3.1. The Committee is a Committee of AFOEM Education Committee and must report to them as required from time to time.
- 3.2. The Committee may make exception reports to the AFOEM Education Committee or 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” means a Fellow of the Faculty of Occupational & Environmental Medicine.
- “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of the Faculty of Occupational & Environmental Medicine.

Approved by **AFOEM Education Committee** on **26 February 2015**.



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By-Law History as from 26 February 2015		
Commencement of By-Law		
This By-Law was approved by AFOEM Education Committee on 26 February 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced