Terms of Reference South Australia Trainees’ Committee

TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE OF THE SOUTH AUSTRALIA COMMITTEE TO BE KNOWN AS SOUTH AUSTRALIA TRAINEES’ COMMITTEE
CONTENTS

1. INTRODUCTION AND PURPOSE ......................................................................................... 3

2. THE SOUTH AUSTRALIAN TRAINEES COMMITTEE ......................................................... 3

3. EXPRESSION OF INTEREST AND TERMS ..................................................................... 4

4. REPORTING ...................................................................................................................... 4

5. DEFINITIONS ................................................................................................................... 5
1. INTRODUCTION AND PURPOSE

1.1 The South Australian Committee has established the South Australian Trainees Committee (the Committee) to operate in accordance with these Terms of Reference.

1.2 The SA Committee has established the Committee to:

   1.2.1 Provide a forum for the views of all Trainees

   1.2.2 Advocate on behalf of trainees in matters relating to their selection, training, assessment, supervision and overall education experience

   1.2.3 Make recommendations regarding policy relating to any training matter

   1.2.4 Provide forums to encourage trainees across hospitals and training programmes to meet each other

   1.2.5 Recommend to the appropriate College body and South Australian training bodies any new initiatives to support trainees and enhance their training experience

   1.2.6 Liaise with trainee representatives across the College and its College bodies

2. THE SOUTH AUSTRALIAN TRAINEES COMMITTEE

2.1 Committee Prohibitions

   The SA Trainees Committee must not:

   2.1.1 Enter into contractual relationships;

   2.1.2 Represent or imply in any way that the South Australian Trainees Committee is a body independent of the College;

   2.1.3 Make public announcements on behalf of the College without the approval of the President of the College or if the President is unavailable or conflicted, the President-Elect of the College.

2.2 Composition of the Committee

   The Committee shall comprise up to twelve (12) South Australia based Trainees
2.3 Chair

From the membership of the South Australian Trainees Committee the Committee will elect two (2) Chairs

2.3.1 one (1) Trainee in an Adult Specialty; and

2.3.2 one (1) Trainee in a Paediatric Specialty.

These two (2) Co-Chairs will represent the Committee on the South Australian State Committee and the College Trainees Committee.

2.4 Meetings of the South Australian Trainees Committee

2.4.1 The SA Trainees’ Committee shall have a minimum of two (2) meetings per year with a maximum of four (4”) meetings

2.4.2 The SA Trainees’ Committee members shall commit to attend at least 50 % of meetings per year.

3. EXPRESSION OF INTEREST AND TERMS

3.1 Expression of interest for the SA Trainees Committee will be on a self-nomination basis.

3.2 All College trainees resident in South Australia are eligible to nominate.

3.3 The term of membership of the South Australia Trainees Committee shall be two years.

3.4 A member of the South Australia Trainees Committee who becomes a Fellow during their term may serve out the remainder of their term.

4. REPORTING

4.1 The South Australia Trainees Committee must report to the South Australia Committee as required.

4.2 The South Australia Trainees Committee must prepare an annual work plan of its proposed activities to the South Australia Committee for approval.
5 DEFINITIONS

"College"  Means the Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

"Constitution"  Means the Constitution of the College as amended from time to time.

Approved by the SA Committee of the College on the 9th March 2017
**Terms of Reference History as from November 2014**

**Commencement of Terms of Reference**

These Terms of Reference were approved by SA Committee on 5\(^{th}\) February 2015 and commenced on that date.

**Subsequent amendments to Terms of Reference**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amendment</th>
<th>Commenced</th>
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<tbody>
<tr>
<td>2.1</td>
<td>Removal of ‘if possible’ from composition of committee</td>
<td>5/2/2015</td>
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<td>2.2.2</td>
<td>Addition that co-chairs shall represent the SA Trainees Committee on the College Trainee Committee</td>
<td>5/2/2105</td>
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<tr>
<td>2.3</td>
<td>Meeting requirements added</td>
<td>5/2/2015</td>
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<td>2.4</td>
<td>Removal of 1.3 to reposition into 2.1 “Committee Prohibitions”</td>
<td>18/3/2016</td>
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<td>2.5</td>
<td>Rewording and numbering of 2. “The SA Trainees Committee”</td>
<td>18/3/2016</td>
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<tr>
<td>2.6</td>
<td>Addition of number of Committee members in 2.2</td>
<td>18/3/2016</td>
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<td>2.9</td>
<td>Renumbering of “Election and Term”</td>
<td>18/3/2016</td>
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<tr>
<td>2.10</td>
<td>Renumbering of “Reporting” and rewording to reflect that the SA Trainees Committee has a reporting line to the SA State Committee</td>
<td>18/3/2016</td>
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<td>2.11</td>
<td>Renumbering of “Definitions”</td>
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