

Continuing Professional Development (CPD) Committee

Terms of Reference

Area of College	CPD Unit, Professional Practice
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Document Owner	Manager, OTP Assessment & CPD Operations
Approved by	College Education Committee
Effective Date	24/10/2019
Next Review Date	30/03/2024
References/Legislation	<i>Corporations Act 2001</i> (Cth)
Associated RACP Documents	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
Applicability	Australia and Aotearoa New Zealand

Table of Contents

- 1. INTRODUCTION 3
- 2. PURPOSE 3
- 3. FUNCTIONS..... 3
- 4. MEMBER COMPOSITION..... 3
- 5. MEETING..... 4
- 6. ELECTION AND TERM OF OFFICE 4
- 7. REPORTING 5
- 8. DEFINITIONS..... 5
- 9. HISTORY 5

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 Continuing Professional Development (CPD) Committee is established under the authority of the College Education Committee to perform the Functions set out in these Terms of Reference and all matters ancillary to those functions.

1.2. Term

Members of the Committee are appointed in accordance with the process as set out in the Governance of College Bodies By-law.

The term of membership shall be three years and members are eligible for, but not entitled to, re-appointment for a further three year term up to a maximum of six (6) consecutive years of continuous appointment.

2. PURPOSE

The purpose of the Committee is to oversee CPD matters relating to Fellows of the RACP as well as Non-Fellow CPD Participants, Trainees and Overseas Trained Physicians.

3. FUNCTIONS

The functions of the Committee are to:

- a) Encourage and promote CPD participation.
- b) Work with RACP management to ensure the College CPD programs meet the needs of the Fellowship.
- c) Consider and approve minor changes to the MyCPD program (including functional fixes and improvements, aesthetic changes, updates to content).
- d) Consider and recommend major changes to the MyCPD Program to the CEC (including changes to the MyCPD framework).
- e) Promote and explain any changes to CPD to participants as well as identify barriers to participation and support all participants to be better able to complete the requirements of the program.
- f) Report to Division and Faculty Education Committees and CEC on statistics and issues arising from CPD participation.
- g) Monitor exceptions to CPD completion.
- h) Consideration of government regulation on CPD and revalidation and recommend program and policy change to CEC where appropriate. This includes special consideration of regulatory changes in New Zealand and working with the NZ CPD Committee on relevant program change.
- i) Identify and facilitate peer review of learning resources suitable for CPD and promote development of learning resources to meet any unmet needs.
- j) Work with Professional Practice, other College bodies and Specialty Societies to support Fellows' ongoing learning.

4. MEMBER COMPOSITION

The Committee shall comprise up to a maximum of 15 members, including:

- a Chair who also sits on the College Education Committee (CEC);
- a Deputy Chair

- one representative from the Adult Medicine Division, one representative from the Paediatrics and Child Health Division, one representative from a Faculty and one representative from a Chapter. If the CPD Committee is not able to fill these positions as described, the positions can be filled from the wider Fellowship;
- an RACP Advanced Trainee representative;
- the Chair of the New Zealand CPD Committee;
- the New Zealand CPD Director; and
- corresponding/co-opted members, attending at the invitation of the CPD Committee Chair only.

5. MEETINGS

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

5.1 Number of Meetings

The Committee shall hold a minimum of 4 meetings per calendar year and shall meet by teleconference or videoconference. One face to face meeting may be held each year.

5.2 Chair

The Chair or the Deputy Chair will Chair all meetings.

5.3 Voting

Decisions will be made by consensus of the majority of members.

5.4 Secretariat

Meeting agenda, supporting papers and minutes or outcomes will be provided prior to the date of the meeting.

5.5 Subcommittees and Working Groups

The Committee may create time-limited specific purpose working groups related to the development of content for CPD resources. The Committee must report these to the College Education Committee annually.

6. ELECTION AND TERM OF OFFICE

3.1. CPD Committee members holding their position as representatives of another College body will have their term of office determined by that body, but with a maximum term of six years.

3.2. CPD Committee members not representing other College bodies are appointed, following expressions of interest, by the CEC Chair for a two year term with the option to renew to a maximum of six years.

3.3. The CPD Committee Chair is elected for a two year term with the option to renew to a maximum of six years.

3.4. Co-opted members may be appointed for any period up to two years with the option to renew to a maximum of six years on the approval of the CEC after recommendation by the CPD Committee Chair.

7. REPORTING

The Committee must report and make recommendations to the College Education Committee as required.

The Committee:

- Is required to report to the CEC biannually and at other times as may be required by the CEC or Board.
- May make exception reports to the CEC to address emergent or risk management issues as required.
- Members representing other College bodies will be required to report to those bodies following each CPD Committee meeting.

8. DEFINITIONS

Term	Means
Board	The Board of Directors of The Royal Australasian College of Physicians
Working Group	The Diversity Lead Representative Working Group
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
Fellow	Has the same meaning as defined in the College's Constitution, including Honorary Fellows
Trainee	A person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship
Corresponding Member	A member who receives agenda papers and minutes and is able to provide written reports to the committee to consider but does not generally attend meetings.
Co-opted Member	The contribution of a 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.
Conflict of Interest	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		
These Terms of Reference were approved by the College Education Committee on 28 February 2014 and commenced on that date.		
Subsequent Amendments		
Item	Amendment	Date Approved

1	Division, Faculty and Chapter representative requirements changed.	04 February 2015
2	External education expert replaced with trainee representative.	04 February 2015
3	The Committee may create time-limited specific purpose working groups related to the development of content for CPD resources.	18 August 2017
4	Amendment to frequency of face-to-face meetings in line with Board and FRMC decision	08 March 2021
5	Functions point e. added: Promote and explain any changes to CPD to participants as well as identify barriers to participation and support all participants to be better able to complete the requirements of the program.	30 March 2022
6.	Transferred to the new Terms of Reference Template including changing terms to 3 years per term.	June 2022