



**RACP**  
**Specialists. Together**  
EDUCATE ADVOCATE INNOVATE

## **Terms of Reference**

# **Medically Unexplained Symptoms (MUS) Reference Group**

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND  
MAINTENANCE OF A REFERENCE GROUP OF THE COLLEGE TO BE  
KNOWN AS THE MEDICALLY UNEXPLAINED SYMPTOMS (MUS)  
REFERENCE GROUP**

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## 1. INTRODUCTION AND PURPOSE

The College Policy & Advocacy Committee (CPAC) has approved the establishment of a reference group called Medically Unexplained Symptoms (MUS) Reference Group (the Reference Group). This proposed work is recommended by the Australasian Faculty of Occupational and Environmental Medicine (AFOEM) Policy & Advocacy Committee (PAC) to improve the care of patients with MUS.

The Reference Group will draw on suitable expertise to produce a set of guiding principles on the clinical management of MUS.

## 2. ROLE AND RESPONSIBILITIES

2.1. The role and responsibilities of the Reference Group are to:

- 2.1.1 Review relevant documents
- 2.1.2 Produce a set of guiding principles on the clinical management of patients with MUS aimed at RACP members (both Fellows and trainees) across all specialties and the broader medical community including GPs
- 2.1.3 Develop a consultation strategy for internal and external stakeholders
- 2.1.4 Develop a communications strategy to raise awareness of these guiding principles amongst RACP members and external stakeholders (i.e. letters to relevant stakeholders, social media messages, link in eNewsletters, etc)

2.2 The Reference Group will operate in accordance with:

- 2.2.1 These Terms of Reference
- 2.2.2 The Governance of College Bodies By-Law
- 2.2.3 The College's policies and procedures, including the *Working Together* and *Code of Conduct* policies
- 2.2.4 The CPAC-approved scoping document

## 3. EXTENT OF AUTHORITY

The Reference Group is a development and recommending body only, and does not have authority to:

- 3.1. Approve output
- 3.2. Convene without prior approval
- 3.3. Speak on behalf of the College without prior approval

## 4. MEMBERSHIP

4.1. The Reference Group shall comprise a minimum of six and a maximum of nine members, including the following:

- 4.1.1. Chair

- 4.1.2. A neurologist
- 4.1.3. A gastroenterologist
- 4.1.4. A joint FRACP/FRANZCP Fellow
- 4.1.5. At least two AFOEM members including the Chair
- 4.1.6. A quorum of a meeting of this Reference Group shall be not less than one half of members.

The Members will be selected through a College-wide EOI process by a selection panel in accordance with the Appointment to College Bodies Policy.

The Chair of the Reference Group will be selected from applicants who are members of AFOEM and have indicated an interest in being the Chair and have also addressed additional selection criteria relating to the skills and experiences required to fulfil the role of the Chair of the Reference Group.

The Reference Group will be supported by College staff from the Policy & Advocacy Unit, with additional support from the AFOEM Faculty Office as required.

The Reference Group will meet by teleconference or videoconference as required and will undertake further work out of session via email.

## 5. DURATION

- 6.1 The Reference Group will be established for a period 12 months from the date of the first teleconference meeting to undertake the work described in these Terms of Reference, with an option for CPAC to extend.

## 6. REPORTING

- 7.1 The Reference Group will report to AFOEM FPAC and Council. The Reference Group will provide AFOEM FPAC with briefing update at their meetings.

## 7. DEFINITIONS

“College”	means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Fellow”	a Fellow of the College.
“Trainee”	a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.
“College Member”	a Fellow or a Trainee
“Co-opted Member”	an individual who is not a Fellow, Trainee or Director of the College and has the appropriate level of knowledge required.

**Approved by the AFOEM FPAC on 31 January 2020.**