

Terms of Reference

Aotearoa New Zealand Overseas Trained Physician Assessment Committee

Terms of Reference pursuant to the By-Laws of the Aotearoa New Zealand
Committee of The Royal Australasian College of Physicians to be known as the
Aotearoa New Zealand Overseas Trained Physician Assessment
Committee

Terms of Reference for Aotearoa New Zealand OTP Assessment Committee as approved on 19 November 2021 by the Aotearoa New Zealand Committee



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1. INTRODUCTION AND PURPOSE

- 1.1. The Aotearoa New Zealand Committee has established the Aotearoa New Zealand Overseas Trained Physician (OTP) Assessment Committee.
- 1.2. The Aotearoa New Zealand OTP Assessment Committee has been established to:
 - 1.2.1. assess internationally qualified specialists in accordance with the Memorandum of Understanding between the Medical Council of New Zealand and the Royal Australasian College of Physicians, and the policy for OTP assessment approved by the College Education Committee.
 - 1.2.2. confirm completion of requirements to progress to Fellowship;
 - 1.2.3. guide development of procedures and resources to support the OTP assessment process;
 - 1.2.4. Support appropriate initiatives that will assist OTPs to develop their cultural competence. This incorporates tikanga Māori values of manaakitanga (hospitality, kindness and support), whanaungatanga (relationships, sense of family connection) and mōhiotanga (knowledge, understanding, insight).
- 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 policy independent of the Aotearoa New Zealand Committee, the OTP Committee or the College Education College.

2. COMPOSITION OF THE COMMITTEE

- 2.1. The Committee shall comprise:
 - 2.1.1. up to 16 standing members from the Adult Medicine Division, Paediatrics & Child Health Division, and Faculties and Chapters of the College appointed in accordance with the process as set out in the Governance of College Bodies By-Law;
 - 2.1.2. a minimum of eight standing members at any one time;
 - 2.1.3. co-opted members who are nominated by the Education and Training Committees of the College, as invited by the Committee Chair from time to time;
 - 2.1.4. a Chair appointed by the Aotearoa New Zealand Committee;
 - 2.1.5. a Deputy Chair, appointed by the New Zealand Committee from the

standing members;

2.1.6. at least one Fellow who has undergone OTP assessment.

3. ELECTION AND TERM OF OFFICE

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

3.1.2. The term of membership 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.

4. MEETINGS

4.1.1. The Committee shall meet once a year face to face with up to eleven additional teleconference meetings.

4.1.2. Co-opted members attend with full voting rights on all matters considered at meetings to which they have been invited;

5. TE TIRITI Ō WAITANGI/ THE TREATY OF WAITANGI

5.1. The Aotearoa New Zealand OTP Assessment Committee acknowledges Te Tiriti ō Waitangi/The Treaty of Waitangi and the foundational principles of bicultural partnership, participation and protection it guarantees. We therefore commit that all our policies will give consideration to the impact on the wellbeing and mana of Māori as tangata whenua and ensure that these policies uphold the above principles.

6. REPORTING

6.1.1. The Aotearoa New Zealand OTP Assessment Committee reports to the New Zealand Committee.

6.1.2. The Committee may make exception reports to the Aotearoa New Zealand Committee, College Education Committee, OTP Committee or New Zealand Division, Faculty and Chapter Education Committees from time to time, as required.

7. DEFINITIONS

“OTP” means Overseas Trained Physicians whose medical specialties are encompassed by the College’s Adult Medicine and Paediatrics Divisions.

“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.

Terms of Reference History as from [date]		
Commencement of Terms of Reference		
These Terms of Reference were approved by the Aotearoa New Zealand Committee on August 2010 and commenced on that date.		
Subsequent amendments to ToR		
Item	Amendment	Commenced
5	Addition of Te Tiriti Ō Waitangi / The treaty of Waitangi	Nov 2018
1.2.4	Addition of Clause 1.2.4	March 2019
	Full revision of document	May 2019
	Aotearoa NZ Committee approval of name change for the New Zealand Overseas Trained Physician Assessment Committee to <i>‘Aotearoa New Zealand Overseas Trained Physician Assessment Committee’</i> .	November 2019
4.1.1	Amendment to frequency of face-to-face meetings in line with Board and FRMC decision	08/03/2021
2.1.1	Number of standing members has been amended (from 12 to 16 members)	19/11/2021