



RACP

Specialists. Together

EDUCATE ADVOCATE INNOVATE

Terms of Reference

Paediatrics and Child Health Division Education Committee

**TERMS OF REFERENCE PURSUANT TO THE BY-LAWS OF THE PAEDIATRICS AND
CHILD HEALTH DIVISION COUNCIL FOR THE ESTABLISHMENT AND
MAINTENANCE OF A COMMITTEE OF THE COUNCIL TO BE KNOWN AS THE
PAEDIATRICS AND CHILD HEALTH DIVISION EDUCATION COMMITTEE**



RACP

Specialists. Together

EDUCATE ADVOCATE INNOVATE

CONTENTS

1. INTRODUCTION AND PURPOSE.....	3
2. REPORTING.....	4
3. DEFINITIONS	4



1. INTRODUCTION AND PURPOSE

1.1. The Paediatrics and Child Health Division Council, pursuant to its By-Laws, has established the Paediatrics and Child Health Division Education Committee.

1.2. The Paediatrics and Child Health Division (PCHD) Education Committee has been established to:

- 1.2.1. implement College Education Policy as approved by the College Education Committee (CEC) in the PCHD;
- 1.2.2. implement the Colleges Strategic Direction in relation to trainee education in the PCHD;
- 1.2.3. ensure standardisation in basic and advanced training delivery in Paediatrics and Child Health;
- 1.2.4. ensure all forms of assessment are conducted fairly, efficiently, in a transparent manner, and in accordance with standards;
- 1.2.5. ensure accreditation is conducted fairly, efficiently, in a transparent manner, and in accordance with standards;
- 1.2.6. advise CEC on education policy and program development for PCHD Advanced and Basic Training programs as appropriate;
- 1.2.7. work collaboratively with Specialty Societies and other key stakeholders on education development and delivery;
- 1.2.8. monitor basic and advanced training program requirements and curricula recommending changes to the CEC;
- 1.2.9. review reports from the Continuing Professional Development Committee and provide feedback and advice, as appropriate, and;
- 1.2.10. undertake other functions as required by the PCHD Council or Board approved policy or By-Law. This may include acting as a Review Committee pursuant to the Reconsideration, Review and Appeal By-Law or reviewing subordinate committee decisions relating to individual trainee or Fellow progress.

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; or
- 1.3.3. form education policy independent of the CEC.

1.4. Composition of the Committee

The Committee shall comprise up to 13 members. Committee members should be RACP members, unless otherwise approved. The members shall include:

- 1.4.1. a Chair, elected by the Committee and appointed by the PCHD Council;
- 1.4.2. a Deputy Chair, elected from within the Committee membership;



RACP

Specialists. Together

EDUCATE ADVOCATE INNOVATE

- 1.4.3. the Chair or representative of the New Zealand Paediatrics and Child Health Division Education Committee;
- 1.4.4. the Chair or representative of the Basic Training Committee;
- 1.4.5. a permanent delegate of the Overseas Trained Physicians Subcommittee – Paediatrics and Faculties;
- 1.4.6. a permanent delegate of the Continuing Professional Development Committee;
- 1.4.7. the Chair or permanent delegate of the Paediatrics & Child Health Division Assessment Committee;
- 1.4.8. a member who is allocated responsibility for accreditation;
- 1.4.9. four Chairs, or representatives, from the Advanced Training Committee, with at least one from General Paediatrics, one from Community Child Health and one from Neonatal Perinatal Medicine.
- 1.4.10. two PCHD Trainees (one Basic, one Advanced), and alternates approved by the Committee.

1.5. Meetings

The Committee shall meet three times a year face to face with an additional four teleconference meetings if required. Additional meetings will require approval from the PCHD President and Director of Education.

1.6. Subcommittees and Working Groups

- 1.6.1. The Paediatrics and Child Health Division Education Committee will establish the following standing committees to consider relevant issues in more detail:
 - 1.6.1.1. the Paediatrics and Child Health Basic Training Committee; and
 - 1.6.1.2. Advanced Training Committees for each Paediatrics and Child Health specialty.
 - 1.6.1.3. Assessment Committee – Paediatrics and Child Health
- 1.6.2. The Committee may, subject to PCHD Council and Director of Education approval, create such other committees or time-limited or specific purpose working groups as the Committee may determine from time to time.

2. REPORTING

- 2.1. The Committee is a Committee of **Paediatrics and Child Health Division Council** and must report to them as required.
- 2.2. The Committee may make exception reports to the **Paediatrics and Child Health Division Council** to address emergent or risk management issues as required.
- 2.3. The Committee must also report to the **College Education Committee**, in accordance with its Terms of Reference, on matters relating to education policy and program development.



3. 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.
“College Education Policy”	means education program rules approved by the College Education Committee or College Board.
“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.
“Permanent Delegate”	means a person taking the place of a chair member of the CEC. The Permanent Delegate will hold the position for the duration of the term of the chair member they are replacing.
“PCHD”	means the Paediatrics & Child Health Division of the College
“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.

Approved by **Paediatrics and Child Health Division Council** on **13 February 2015**.

By-Law History as from 13 February 2015		
Commencement of By-Law		
This By-Law was approved by Paediatrics and Child Health Division Council on 13 February 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced
1.6.1.3	Addition to reflect changes to the assessment governance structure	
1.4.3	Change to wording to correctly reflect NZ representation on the PDEC.	14 July 2016
1.4.7	Change to wording to correctly reflect Assessment representation on the PDEC.	15 March 2018
1.4.9	Addition of Neonatal Perinatal Medicine as a permanent delegate	7 July 2022



RACP

Specialists. Together

EDUCATE ADVOCATE INNOVATE
