

Terms of Reference

Overseas Trained Physician Assessment Subcommittee - Paediatrics and Faculties

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF
A COMMITTEE OF THE OVERSEAS TRAINED PHYSICIANS (OTP)
COMMITTEE TO BE KNOWN AS THE OVERSEAS TRAINED PHYSICIANS
ASSESSMENT SUBCOMMITTEE – PAEDIATRICS AND FACULTIES.**

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1. INTRODUCTION AND PURPOSE

1.1. The Overseas Trained Physician (OTP) Committee has established the Overseas Trained Physician (OTP) Assessment Subcommittee – Paediatrics and Faculties (the Subcommittee).

1.2. The Subcommittee has been established to:

1.2.1. assess internationally qualified specialists in accordance with the agreement between the Australian Health Practitioner Regulation Agency and the Royal Australasian College of Physicians, the Australian Medical Council Standards for Medical Education and the policy for OTP assessment approved by the College Education Committee; and

1.2.2. confirm completion of requirements to progress to Fellowship;

1.3. The Subcommittee must not:

1.3.1. enter into contractual relationships; or

1.3.2. represent or imply in any way that the Subcommittee is a body independent of the College.

1.3.3. form policy independent of the College Education Committee.

2. COMPOSITION OF THE SUBCOMMITTEE

2.1. The Subcommittee shall comprise:

2.1.1. up to 12 standing members from the Paediatrics and Child Health Division, the Australasian Faculty of Rehabilitation Medicine, the Australasian Faculty of Occupational & Environmental Medicine or the Australasian Faculty of Public Health Medicine appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time;

2.1.2. co-opted members who are nominated by the Paediatrics and Child Health Division, the Australasian Faculty of Rehabilitation Medicine, the Australasian Faculty of Occupational & Environmental Medicine or the Australasian Faculty of Public Health Medicine and the Advanced Training Committees, as invited by the Subcommittee Chair from time to time;

2.1.3. a Chair, appointed by the OTP Committee from the standing members;

2.1.4. a Deputy Chair, appointed by the OTP Committee from the standing members;

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

3. MEETINGS

- 3.1. The Subcommittee shall meet twice a year face to face with up to 10 teleconference meetings. Additional meetings require approval from the Chair of the OTP Committee and the Dean;
- 3.2. Co-opted members attend with full voting rights on all matters considered at meetings to which they have been invited;

4. REPORTING

- 4.1. The Subcommittee is a Committee of the OTP Committee but also has responsibility the Paediatrics and Child Health Division Education Committee and to all Faculty Education Committees and must report to those Committees as required from time to time.
- 4.2. The Subcommittee may make exception reports to the OTP Committee, Paediatrics and Child Health Division Education Committee, all Faculty Education Committees and the OTP Forum to address emergent or risk management issues as required.
- 4.3. All Reviews, pursuant to the College's Reconsideration, Review and Appeal By-Law, are heard by a review panel convened by the OTP Committee.

5. 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.
- "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.

Approved by the **College Education Committee** on **7/11/2014**.

By-Law History as from 7/11/2014		
Commencement of By-Law		
This By-Law was approved by the College Education Committee on 07/11/2014 and commenced on that date.		
Subsequent amendments to Terms of Reference – approved by the OTP Committee		
Item	Amendment	Approved
2.1.1	Inclusion of a maximum of 'up to 12 standing members on the Subcommittee'	23 August 2018
2.1.4	Inclusion of 'a Deputy Chair, appointed by the OTP Committee from the standing members'	23 August 2018