



The Royal Australasian
College of Physicians

Terms of Reference

SPECIALIST TRAINING PROGRAM ADVISORY GROUP

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND
MAINTENANCE OF AN ADVISORY GROUP OF THE
COLLEGE TO BE KNOWN AS THE SPECIALIST TRAINING
PROGRAM ADVISORY GROUP**

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1. INTRODUCTION

The purpose of the Specialist Training Program (STP) Advisory Group is to provide advice to the College (via the College Education Committee) on the development of processes and criteria around the accreditation of and recruitment into STP sites, the approval of support programs to enhance training networks, and policies governing STP to ensure the achievement of outcomes as outlined in the Funding Agreement with the Department of Health (DoH).

The STP Advisory Group also provides advice to the College (via the College Education Committee) on the development of processes and criteria around the accreditation of and recruitment into posts as part of the *Training More Specialist Doctors in Tasmania* program (the “Tasmanian Program”), and policies governing the Tasmanian Program to ensure the achievement of outcomes as outlined in the Funding Agreement with the DoH.

2. ROLE AND RESPONSIBILITIES

The STP Advisory Group provides advice to the College Education Committee and business units within the College in relation to the:

- 2.1 Development of policies and guidelines to assist the College in meeting its obligations under the STP and Tasmanian Programs;
- 2.2 Development of efficient, effective and transparent processes for assessment of STP applications;
- 2.3 Identification of criteria for assessing STP support projects that meet Commonwealth funding criteria;
- 2.4 Development of ‘streamlined’ accreditation processes for STP and Tasmanian Program training sites; and
- 2.5 Other matters as required from time to time by the College Education Committee.

3. EXTENT OF AUTHORITY

The STP Advisory Group is a recommending body only and it does not have authority to:

- 3.1 Make policy decisions;
- 3.2 Approve applications for funding; or
- 3.3 Override any criteria set by the DoH in STP documentation.

4. MEMBERSHIP

The STP Advisory Group comprises the following members:

- 4.1 Five Fellow nominees, determined via an Expression of Interest process, who:

- a) have experience with Commonwealth-funded specialist training programs;
- b) have a sound understanding of College training program requirements; and
- c) do not have a conflict of interest such as an intention to submit an application for STP funding in the current round or being closely associated with an STP post that is on the current reserve list.

One of the above Fellow members is also a supervisor of a training position in the Tasmanian Program.

Fellow members will be appointed by the Chair of the College Education Committee.

4.2 One Trainee Nominee appointed by the Chair of the College Education Committee

4.3 Meetings will also be attended by the following College staff members:

- a) Director of Education
- b) STP Program Manager
- c) Other staff members as determined from time to time

4.4 The Chair of the STP Advisory Group will be one of the above Fellows and will be appointed by the College Education Committee.

5. MEETINGS

The STP Advisory Group will meet approximately four times per year or as required. The majority of meetings will be via teleconference/videoconferencing with one to two face-to-face meetings per year.

6. DURATION

The STP Advisory Group will cease to exist if and when the College no longer manages the Specialist Training Program. At present, this is expected to be on 30 June 2017.

7. REPORTING

The STP Advisory Group reports to the Board of the RACP through the College Education Committee.

The STP Advisory Group is an advisory body and has no decision-making delegations. The Specialist Training Program will provide a report at least twice each year to the College Education Committee and Board.

8. SECRETARIAT

A staff member of the STP Unit is the secretary to the STP Advisory Group.

9. DEFINITIONS

“Board” means:	the Board of Directors of the College
“College” and “RACP” means	The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

Current version approved by the College Education Committee on 26 February 2016.

Terms of Reference History as from August 2013		
Commencement of Terms of Reference		
These Terms of Reference were approved by the College Education Committee on 16 August 2013 and commenced on that date.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced
1	Update document and alter which College staff attend Advisory Group meetings	15 August 2014
2	Update document to reflect extension of STP to 2016	12 December 2015