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EDUCATE ADVOCATE INNOVATE

# **Terms of Reference**

## **College Learning Series Committee (Adult Medicine)**

**TERMS OF REFERENCE PURSUANT TO THE CONSTITUTION OF THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS FOR THE ESTABLISHMENT AND MAINTENANCE OF A COMMITTEE OF THE COLLEGE TO BE KNOWN AS THE COLLEGE LEARNING SERIES COMMITTEE (ADULT MEDICINE)**



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## 1 INTRODUCTION AND PURPOSE

- 1.1 The Adult Medicine Division Education Committee (AMDEC) has established the College Learning Series Committee (Adult Medicine) (CLSC). The College Learning Series (CLS) is an online educational resource that complements the knowledge guide component of the renewed RACP Basic Training curriculum in Adult Medicine.
- 1.2 The purpose of the CLSC is to identify lecturers and facilitate the production of CLS lectures that reflect the basic training curriculum. The CLSC will ensure that all lectures are delivered according to the proposed yearly CLS schedule.
- 1.3 All CLSC members will have the following key responsibilities:
  - 1.3.1 Help develop annual schedules and identify the lecturers for the CLS lectures.
  - 1.3.2 Provide strategic advice to the College on the development of the Adult Medicine stream of the CLS.
  - 1.3.3 Assist in ensuring the CLS Adult Medicine stream works harmoniously with the CLS Paediatrics & Child Health stream.
  - 1.3.4 Adhere to the RACP's policies on prevention of discrimination and harassment, [code of conduct](#) and conflict of interest.
- 1.4 The CLSC will have access to staff within the RACP Directorate of Professional Practice for logistical and operational support. These staff members will have access to the broader expertise within the RACP (digital learning, IT, legal, communications, curriculum and basic training).
- 1.5 The CLSC will review the actions of the College Learning Series Editorial Group (Adult Medicine) (CLSEG) and the clinical quality assurance processes which ensure that CLS Adult Medicine content is current, appropriate, helpful to basic trainees, and aligned to the curricula and assessment renewal processes.
- 1.6 CLSC members will have the opportunity to provide feedback on the program more broadly during the annual CLSC meeting, and to assist continual improvement of the CLS.
- 1.7 The CLSC will:
  - 1.7.1 Report to the AMDEC at least twice a year.
  - 1.7.2 Maintain a collaborative working relationship with the Adult Internal Medicine Division Basic Training Committee, the Aotearoa NZ Adult Medicine Division Committee, the Clinical Examination Committee, the Written Examination Committee and the Continuing Professional Development Committee.
  - 1.7.3 Meet face-to-face on a yearly basis.
  - 1.7.4 Have 2-3 video-conferenced meetings each year.

## 2 THE COLLEGE LEARNING SERIES COMMITTEE (ADULT MEDICINE)

### 2.1 CLSC prohibitions

The CLSC must not:

- 2.1.1 Enter into contractual relationships; or
  - 2.1.2 Represent or imply in any way that the CLSC is a body independent of the College.
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## **2.2 Term of the CLSC**

- 2.2.1** The CLSC will exist until a point that it is terminated by AMDEC.
- 2.2.2** Members will be appointed of a term of 3 years, which will be renewable once (maximum of 6 years).

## **2.3 Composition of the CLSC**

Members must be RACP Fellows with the exception of two RACP Trainee representatives. The positions on the committee include:

- 2.3.1** The Bi-national Coordinator (also the CLSC Chair).
- 2.3.2** The Deputy Bi-national Coordinator (also the CLSC Deputy Chair).
- 2.3.3** Written Examination Committee Representative.
- 2.3.4** Clinical Examination Committee Representative.
- 2.3.5** CLSEG (AMD) Representative.
- 2.3.6** Up to two Regional Coordinators for the jurisdictions of Aotearoa NZ, NSW, VIC, QLD, SA and WA.
- 2.3.7** Up to one Regional Coordinator for the jurisdictions of NT, TAS, and ACT.
- 2.3.8** Up to two Trainee representatives.

## **2.4 Appointments**

All members of the CLSC will be appointed by the College in accordance with the College's policies and procedures for the appointment of members of College Bodies.

## **3 MEETINGS**

- 3.1** The CLSC will hold a face-to-face annual meeting.
- 3.2** The Chair and Deputy Chair of the CLSC may hold teleconferences with the CLS program manager as needed. The whole of the CLSC will be advised of the outcomes during Committee meetings.
- 3.3** The CLSC will hold 2-3 video-conferenced meetings each year.

## **4 REPORTING**

- 4.1** The CLSC will provide bi-annual status reports to the AMDEC.

## **5 DEFINITIONS**

“College”	means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.
“Fellow”	means a Fellow of the College.
“Trainee”	means 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.

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