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Terms of Reference

Aotearoa New Zealand

Adult Medicine Division Committee (Aotearoa NZ AMDC)

Terms of Reference pursuant to the By-Laws of the Aotearoa New Zealand Committee of The Royal Australasian College of Physicians (RACP) for the establishment and maintenance of a committee to be known as the Aotearoa New Zealand Adult Medicine Division Committee (Aotearoa NZ AMDC)



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1. INTRODUCTION AND PURPOSE

1.1 The Aotearoa New Zealand Committee has established the Aotearoa New Zealand Adult Medicine Division Committee (“The Committee” or “AoNZ AMDC”) to:

- 1.1.1 Work with appropriate College bodies, particularly the AMD Council, and staff to support the professional careers of Fellows and Trainees of the Division in Aotearoa NZ;
- 1.1.2 Work with appropriate College bodies, specialty societies and staff in relation to:
 - a. education, training and assessment of trainees
 - b. training and continuing professional development
 - c. policy and advocacyas each relates to Adult Medicine in Aotearoa NZ.
- 1.1.3 Promote and advance the body of knowledge of Adult Medicine;
- 1.1.4 Act as an authoritative source of advice within the RACP in connection with Adult Medicine in the Aotearoa NZ context;
- 1.1.5 All policy and advocacy proposed by the AoNZ AMDC must be reviewed by the Aotearoa NZ Policy and Advocacy Committee before being published or provided externally.
- 1.1.6 Support appropriate initiatives that will assist Fellows and Trainees 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).”

1.2 Te Tiriti o Waitangi/The Treaty of Waitangi

The AoNZ AMDC acknowledges Te Tiriti o 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.



2. LIMITATIONS

2.1 The AoNZ AMDC must not:

- 2.1.1 Enter into any contractual relationships
- 2.1.2 Represent or imply in any way that the AoNZ AMDC is a body independent of the College;

3. COMPOSITION

3.1 The AoNZ AMDC shall comprise up to 26 members, including the following

- 3.1.1 An Aotearoa NZ member who gained their Fellowship within the last 7 years (new Fellow);
- 3.1.2 The Chair or other representative of Aotearoa NZ Adult Medicine Education Committee;
- 3.1.3 A member of the Māori Health Committee (MHC) or representative who identifies as Māori, endorsed by the MHC. The individual need not be a member of the RACP.
- 3.1.4 A representative from the Aotearoa NZ Trainees Committee;
- 3.1.5 A representative from the Aotearoa NZ CPD Committee;
- 3.1.6 A representative from Aotearoa NZ Policy and Advocacy Committee; and
- 3.1.7 The Presidents or councillors representing the relevant specialty societies who are Fellows of the RACP:

Australasian Society of Clinical Immunology and Allergy (ASCIA);

Australian and New Zealand Society for Immunology (ASI)

Australia and New Zealand Society for Geriatric Medicine (ANZSGM);

Australian and New Zealand Society for Nephrology (ANZSN);

Australian and New Zealand Association of Neurologists (ANZAN);

Australasian Society for Infectious Diseases (ASID)

Cardiac Society of Australia and New Zealand (CSANZ);

Endocrinology Society of New Zealand (NZSE);



Haematology Society of Australia and New Zealand (HSANZ);

Internal Medicine Society of Australia and New Zealand (IMSANZ);

New Zealand Dermatological Society Incorporated (NZDSI);

New Zealand Society for the Study of Diabetes (NZSSD);

New Zealand Society of Gastroenterology (NZSG);

New Zealand Rheumatology Association (NZRA);

Thoracic Society of Australia and New Zealand (TSANZ).

3.1.8 three additional Aotearoa NZ Adult Medicine Members with appropriate skills, background or geographic representation that can assist the Committee

3.1.9 The Presidents or members representing the relevant Chapter who are Fellows of the RACP:

Australasian Chapter of Addiction Medicine (AChAM);

Australasian Chapter of Palliative Medicine (AChPM);

Australasian Chapter of Sexual Health Medicine (AChSHM).

3.2 The Chair, an Adult Medicine Fellow appointed from within the AoNZ AMD Committee who is approved by the Aotearoa NZ Committee, and will become a member of that Committee along with fulfilling the Aotearoa NZ AMD Chair role on the Adult Medicine Council and Executive.

3.3 A Deputy Chair is appointed from the AoNZ AMDC's Membership.

3.4 The AoNZ President may attend Committee meetings in an ex-officio capacity.

4. HUI (Meeting)

The Committee shall meet up to four times a year, of which one may be kanohi ki te kanohi | face to face.



5. REPORTING

- 5.1 The AoNZ AMDC is accountable to the AoNZ Committee and Adult Medicine Division Council and will provide regular updates to the AoNZ Committee and Adult Medicine Division Council as contained within the College Body By-laws.
- 5.2 The Committee may make exception reports to the AoNZ Committee to address emergent issues or risk management issues as required.
- 5.3 Minutes or reports of the AoNZ AMDC will be provided to the appropriate College Bodies as the Committee shall determine.

Terms of Reference History as from January 2008		
Commencement of Terms of Reference		
These terms of reference were approved by the New Zealand Committee January 2008 and commenced on that date		
Subsequent amendments to the terms of reference		
Item	Amendment	Commenced
1	Alignment of terms of reference for this standing committee of the NZC with Governance of College Bodies By-Law (GoCBB). This By-Law sets out the general provisions for the governance of College bodies and applies to all College bodies.	24 February 2015
2	Acknowledging and committing to the principles of Te Tiriti in the By-laws of the Committee, confirming the RACP's moral and ethical obligation to supporting health equity for tangata whenua.	10 November 2017
3	As a by product of the Model of Collaboration work (MOC), it has been established that representatives of relevant specialty societies who are Fellows of the College should be made to accurately reflect parity. As a result Australian and New Zealand Association of Neurologists (ANZAN) replaced The Neurological Association of New Zealand (NANZ).	19 January 2018
4	Addition of cultural competence clause to introduction (clause 1.1.6)	26 March 2019
5	Updating of Composition (clause 3)	



	Removing Chair-elect replacing with Deputy Chair from within the Committee	
6	Updating of definitions	
7	Amendment of Committee name from “NZ AMD Committee” to “Aotearoa New Zealand AMD Committee” and country name from “New Zealand” to “Aotearoa New Zealand”	6 September 2019
8	Composition Clause amended for Chair appointment, replacing election with EOI and appointment by the Aotearoa NZ Committee	Whiringa-ā-rangi (November) 2020
9	Updated names of Committees referred to updated with Aotearoa where appropriate.	
10	Removal of the NZ Society for Oncology and increase of general members from one to two to retain the max committee placements	
11	The Aotearoa NZ President ‘may’ attend in ex-officio capacity. (previous copy said ‘will’)	
12	Additional clause 3.1.9 Presidents or representatives of the Chapter who are FRACP – Addiction, Palliative and Sexual Health Medicines.	Mahuru September 2022
13	Edit 3.1.9 the Māori Health Committee Rep to broaden the scope, while still leaving the endorsement with the MHC	