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Terms of Reference

Aotearoa New Zealand Continuing Professional Development (CPD) Committee

Terms of Reference pursuant to the By-Laws of the Aotearoa New Zealand
Committee of
The Royal Australasian College of Physicians for the establishment and maintenance of a
committee to be known as the
Aotearoa New Zealand Continuing Professional Development Committee

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1. INTRODUCTION AND PURPOSE

- 1.1. The Aotearoa New Zealand Committee, pursuant to its By-Laws, has established the Aotearoa New Zealand Continuing Professional Development (CPD) Committee
- 1.2. The Aotearoa New Zealand CPD Committee has been established to:
 - 1.2.1. encourage and promote CPD participation in New Zealand;
 - 1.2.2. work with RACP management to ensure the College CPD programs meet the needs of the Fellowship in New Zealand;
 - 1.2.3. consider and recommend changes to the MyCPD Program to the College CPD Committee or College Education Committee (including changes to the MyCPD framework, functional fixes and improvements, aesthetic changes, updates to content);
 - 1.2.4. provide advice to the New Zealand Division and Faculty Education Committees and College CPD Committee on emerging issues relating to CPD, and statistics and issues arising from CPD participation in New Zealand, as appropriate;
 - 1.2.5. monitor exceptions to CPD completion;
 - 1.2.6. address New Zealand specific policy issues relating to regulation, physician competence and CPD in a timely and comprehensive manner;
 - 1.2.7. develop and recommend changes to CPD policy for consideration by the College CPD Committee in relation to New Zealand specific issues, including physician competence, recertification and the regulatory environment, in consultation with other relevant New Zealand committees;
 - 1.2.8. identify and facilitate peer review of learning resources suitable for CPD and promote development of learning resources to meet any unmet needs; and
 - 1.2.9. work with the Office of the Dean, other College bodies and Specialty Societies to support Fellows' ongoing learning.
- 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 policy independent of the CEC



1.4. Composition of the Committee

The Committee shall comprise up to a maximum of 12 members (not including corresponding or non-standing members). The members shall include:

- 1.4.1 a Chair (who also sits on the CEC), appointed by the Aotearoa New Zealand Committee from within the membership of the Aotearoa New Zealand CPD Committee;
- 1.4.2 at least two representatives from each Division;
- 1.4.3 Faculty and Chapter representation; and
- 1.4.4 a representative of the Māori Health Committee

1.5 Meetings

The Aotearoa New Zealand CPD Committee shall meet up to twice a year face to face with up to two additional teleconference meetings if required. Additional meetings must be approved by the New Zealand President and Dean.

1.6 Subcommittees and Working Groups

The Committee will have no standing Subcommittees or Working Groups however may, subject to the approval of the New Zealand President, Dean and relevant Education Committee Chair (if within a specific speciality or Division, Faculty or Chapter area), create time-limited specific purpose working groups.

1.7 Te Tiriti ō Waitangi/The Treaty of Waitangi

The Aotearoa NZ CPD Committee acknowledges Te Tiriti ō 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.

1.8 Cultural Competence

The Aotearoa New Zealand CPD Committee supports 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).



2. ELECTION AND TERM OF OFFICE

Committee members not representing other College bodies are appointed, following expressions of interest, by the New Zealand President and Dean for a two year term with the option to renew to a maximum of six years.

3. REPORTING

- 3.1. The Committee is a Committee of the Aotearoa New Zealand Committee and must report to the Aotearoa New Zealand Committee biannually and at other times as may be required.
- 3.2. The Committee may make exception reports to the Aotearoa New Zealand Committee, College CPD Committee or CEC to address emergent or risk management issues as required.

4. DEFINITIONS

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| “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. |
| “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 Basic Training or Advanced Training approved by the College in order to gain Fellowship |
| “Corresponding member” | a committee member who receives agenda papers and minutes and is able to provide written reports to the committee to consider but does not generally attend meetings. |
| “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. |



| Terms of Reference History as from February 2015 | | |
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| Commencement of Terms of Reference | | |
| These Terms of Reference were approved by Aotearoa NZ Committee on November 2009 and commenced on that date. | | |
| Subsequent amendments to By-Law | | |
| 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. | 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 | Composition of Committee <ul style="list-style-type: none">• Chair is also member of College CPD Committee• Deputy Chair appointed from Committee membership• Positions can be filled from the wider Fellowship if not appointable under 1.4.3 – 1.4.5 | November 2018 |
| 4 | Development of responsibilities of Committee to assist Fellows, trainees and staff to develop their cultural competence. Inclusion of definitions of manaakitanga, whanaungatanga and mōhiotanga (alignment with cultural competence clause 1.2.7) in the New Zealand Committee By-Law. | May 2019 |