

TERMS OF REFERENCE

CURRICULUM REVIEW GROUP FOR CARDIOLOGY

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND
MAINTENANCE OF SUB COMMITTEE OF THE ADVANCED
TRAINING COMMITTEE IN CARDIOLOGY TO BE KNOWN AS THE
CURRICULUM REVIEW GROUP FOR CARDIOLOGY**

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1. INTRODUCTION AND PURPOSE

The Advanced Training Committee in Cardiology has appointed members and delegated to a Sub Committee of the Advanced Training Committee in Cardiology, to be known as the **Curriculum Review Group for Cardiology**, responsibility for developing a new Advanced Training curriculum for cardiology in accordance with College frameworks, models and processes.

2. ROLE AND RESPONSIBILITIES

- 2.1. The role and responsibilities of the Curriculum Review Group for Cardiology are to:
 - 2.1.1. evaluate the current state of the training program and make recommendations about how it can be improved
 - 2.1.2. design and develop a draft new curriculum according to the RACP curriculum model, including curriculum standards and learning, teaching and assessment programs
 - 2.1.3. plan a consultation on the new curriculum, including mapping relevant stakeholders
 - 2.1.4. review the draft curriculum and make recommendations for changes in response to stakeholder feedback
 - 2.1.5. draft a plan for implementing the new curriculum
- 2.2. The Curriculum Review Group for Cardiology will operate in accordance with:
 - 2.2.1. These Terms of Reference
 - 2.2.2. The College's policies and procedures, including the *Conflicts of Interest* and *Code of Conduct* Policies.

3. EXTENT OF AUTHORITY

The Curriculum Review Group for Cardiology is an advisory and recommending body only and does not have authority to:

- 3.1. Enter into contractual relationships.
- 3.2. Represent or imply in any way that the Curriculum Review Group for Cardiology is a body independent of the College.

4. MEMBERSHIP

- 4.1. The Curriculum Review Group for Cardiology shall comprise of a maximum of 12 individuals who are members of the RACP.
- 4.2. The membership will include the following roles, noting that any one member may perform multiple roles:
 - 4.2.1. A Chair
 - 4.2.2. A Deputy Chair, appointed by the Chair
 - 4.2.3. At least one member who is a member of the specialty society
 - 4.2.4. At least one member who is based in Aotearoa New Zealand
 - 4.2.5. At least two members who are trainees at the time of appointment to the Group
 - 4.2.6. At least one member who has completed Advanced Training in the specialty within the last five years at the time of appointment to the Group
- 4.3. The members of the Curriculum Review Group for Cardiology will be appointed by the Advanced Training Committee in Cardiology.
- 4.4. The Chair of the Curriculum Review Group for Cardiology will be the relevant Curriculum Lead on the Advanced Training Committee in Cardiology.
- 4.5. The Curriculum Review Group for Cardiology will be supported by the Advanced Training Curricula Renewal project team.

5. DURATION

- 5.1. The term of membership shall be for a maximum term of two years or such shorter period as determined by the Advanced Training Committee in Cardiology.

6. FREQUENCY AND LOCATION

- 6.1. The Curriculum Review Group for Cardiology will meet as frequently as determined by the Chair and the needs of the Advanced Training Curricula Renewal project, face-to-face or by videoconference.

7. REPORTING

- 7.1. The Curriculum Review Group for Cardiology will report to the Advanced Training Committee in Cardiology.
- 7.2. The Curriculum Review Group for Cardiology will provide a written report to the Advanced Training Committee in Cardiology on progress against its objectives as required by the Advanced Training Committee in Cardiology.

8. DEFINITIONS

“Advanced Training Committee in Cardiology” means the Advanced Training Committee in Cardiology of The Royal Australasian College of Physicians

“College” means The Royal Australasian College of Physicians

Approved by the RACP Advanced Training Committee in Cardiology in December 2020

Terms of Reference History as from December 2020		
Commencement of Terms of Reference		
These Terms of Reference were approved by the Advanced Training Committee in Cardiology of the College in December 2020 and commenced from that month.		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced