

# Curriculum Review Group for Occupational and Environmental Medicine

## Terms of Reference

<b>Area of College</b>	Education, Learning and Assessment
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<b>References/Legislation</b>	<i>Corporations Act 2001 (Cth)</i>
<b>Associated RACP Documents</b>	Governance of College Body By-law, Appointments to College Bodies Policy, RACP Constitution
<b>Applicability</b>	Australia and Aotearoa New Zealand

*Note: This is a controlled document within the [RACP Policy Framework](#). The Framework covers all RACP policies, procedures, by-laws, terms of reference, guidelines, forms and so forth. Any new documents or amendments of existing documents or changes to approver, owner or area of college should be done in accordance with the RACP Policy Framework and Document Control (RACP Policy Framework) Procedure.*

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## 1. INTRODUCTION

These Terms of Reference are to be read in conjunction with the Governance of College Bodies By-law. Both the Governance of College Bodies By-law and these Terms of Reference govern the College Body.

### 1.1. Established

The Curriculum Review Group for Occupational and Environmental Medicine is established under the authority of the Faculty Education Committee in Occupational and Environmental Medicine to perform the functions set out in these Terms of Reference and all matters ancillary to those functions.

### 1.2. Term

The term of this Curriculum Review Group for Occupational and Environmental Medicine is a maximum of 12 months but may be dissolved in less than 12 months if the group has completed the required curriculum development process.

## 2. PURPOSE

The Curriculum Review Group for Occupational and Environmental Medicine is responsible for developing a new Advanced Training curriculum for Occupational and Environmental Medicine in accordance with College frameworks, models and processes.

## 3. FUNCTIONS

The functions of the Curriculum Review Group for Occupational and Environmental Medicine are to:

- evaluate the current state of the training program and make recommendations about how it can be improved
- review and revise a draft new curriculum or curricula according to the RACP curriculum model, including curriculum standards and learning, teaching and assessment programs
- plan a consultation on the new curriculum, including mapping relevant stakeholders
- review the draft curriculum and make recommendations for changes in response to stakeholder feedback
- plan implementation of the new curriculum

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

- enter into contractual relationships.
- represent or imply in any way that the Curriculum Review Group for Occupational and Environmental Medicine is a body independent of the College.

## 4. MEMBER COMPOSITION

The members of the Curriculum Review Group for Occupational and Environmental Medicine will be appointed by the Faculty Education Committee in Occupational and Environmental Medicine.

The Curriculum Review Group for Occupational and Environmental Medicine will be supported by the Advanced Training Curricula Renewal project team.

The Curriculum Review Group membership shall comprise of a maximum of 12 individuals who are members of the RACP, comprising:

- 4.1.1 A Chair
- 4.1.2 A Deputy Chair, appointed by the Chair
- 4.1.3 A least one member who is a representative of the AFOEM Education Committee
- 4.1.4 A least one member who is a representative of the AFOEM Training Committee
- 4.1.5 A least one member who is a representative of the AFOEM Assessment Committee
- 4.1.6 At least one member who is a delegate of the Australian and New Zealand Society of Occupational Medicine
- 4.1.7 At least two members who are based in Aotearoa New Zealand
- 4.1.8 At least two members who are trainees at the time of appointment to the Group
- 4.1.9 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

Any one member may perform multiple roles.

## 5. MEETING

This section is to be read in conjunction with the Governance of College Bodies By-law.

### 5.1. Number of Meetings

The College Body shall meet as frequently as determined by the Chair and the needs of the Advanced Training Curricula Renewal project and shall meet face to face or by videoconference.

### 5.2. Chair

The Chair or their appointee will Chair all meetings.

### 5.3. Quorum

A quorum is one half of the total College Body membership.

## 5.4. Voting

Decisions will be made by consensus of the majority of members.

## 5.5. Secretariat

Meeting agenda, supporting papers and written outcomes will be provided prior to the date of the meeting.

## 6. REPORTING

The Curriculum Review Group will report, make recommendations and hand over its developed products to the Faculty Education Committee in Occupational and Environmental Medicine at the end of its term.

## 7. DEFINITIONS

<b>Term</b>	<b>Means</b>
College	The Royal Australasian College of Physicians, an incorporated body limited by guarantee ACN 000 039 047.
College Body	Has the same meaning as in the College Constitution
Member of the College	Has the same meaning as the Governance of College Bodies By-law
Faculty Education Committee in Occupational and Environmental Medicine	Means the Faculty Education Committee in Occupational and Environmental Medicine of The Royal Australasian College of Physicians
AFOEM	Means the Australasian Faculty of Occupational and Environmental Medicine of The Royal Australasian College of Physicians

## 8. HISTORY

<b>Commencement</b>		
These Terms of Reference were approved by the Faculty Education Committee in Occupational and Environmental Medicine and commenced on 16/07/2023.		
<b>Revision</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1.0	16/07/2023	Initial approval/New Document
2.0		
3.0		