



The Royal Australasian
College of Physicians

Terms of Reference

Advanced Training Committee - Clinical Genetics

**TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A
COMMITTEE OF THE PAEDIATRIC & CHILD HEALTH DIVISION EDUCATION
COMMITTEE TO BE KNOWN AS THE ADVANCED TRAINING COMMITTEE -
CLINICAL GENETICS**



The Royal Australasian
College of Physicians

CONTENTS

1. INTRODUCTION AND PURPOSE	3
2. TERM OF OFFICE.....	4
3. REPORTING	4
4. DEFINITIONS.....	5



The Royal Australasian
College of Physicians

1. INTRODUCTION AND PURPOSE

1.1. The Paediatric & Child Health Division Education Committee pursuant to its terms of reference has established the Advanced Training Committee – Clinical Genetics.

1.2. The Advanced Training Committee – Clinical Genetics has been established to:

- 1.2.1. monitor and assess individual trainee progress in Clinical Genetics;
- 1.2.2. confirm completion of training requirements to progress to Fellowship;
- 1.2.3. monitor training of and provide support to supervisors in Clinical Genetics;
- 1.2.4. accredit Advanced Training sites or programs in Clinical Genetics;
- 1.2.5. assess recognition of prior learning;
- 1.2.6. monitor and review training program requirements, assessment and curricula in Clinical Genetics in consultation with the relevant Specialty Society(ies) and other stakeholders, and recommend changes to the College Education Committee, via the Divisional Education Committees;
- 1.2.7. advise on assessment and resource content;
- 1.2.8. advise on matters relating to Overseas Trained Physicians, as requested;
- 1.2.9. provide advice on speciality specific CPD and other educational resources for members, as appropriate;
- 1.2.10. modify training requirements for individual trainees, as appropriate, in accordance with College policies and procedures; and,
- 1.2.11. assess and provide advice on specialist recognition in Clinical Genetics for Fellows in the Paediatric and Child Health Division or the Adult Medicine Division who have not completed the Clinical Genetics Advanced Training program.

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 College Education Committee.

1.4. Composition of the Committee

The Committee shall comprise up to seven (7) members selected by expressions of interest. Committee members should be RACP members, unless otherwise approved. The members shall include:

- 1.4.1. a Chair, nominated by the Committee and approved by the Division Education Committees;



The Royal Australasian
College of Physicians

- 1.4.2. an elected Deputy Chair;
- 1.4.3. at least one member belonging to the relevant Specialty Society(ies);
- 1.4.4. a member who is allocated responsibility for New Zealand interests
- 1.4.5. a member who is allocated responsibility for Adult Medicine interests
- 1.4.6. an advanced trainee in Clinical Genetics, or an alternate approved by the committee.

Members may have multiple responsibilities.

1.5. Meetings

The Committee shall meet face to face twice annually with up to four teleconference meetings if required. Additional meetings require approval from the Chair of the Paediatric & Child Health Division Education Committee and the Director of Education.

2. TERM OF OFFICE

- 2.1. Members of the Committee shall be appointed in accordance with the process for the appointment of members to College Bodies as set out in the Governance of College Bodies By-law or any by-law or document that replaces or complements that By-law from time to time.
- 2.2. The term of membership for nominated positions to the Committee shall be two years and members are eligible for, but not entitled to, re-appointment for a further two year term up to a maximum of three (3) two year terms of continuous appointment.

3. REPORTING

- 3.1. The Committee is a Committee of **Paediatric & Child Health Division Education Committee** and must report to them as required from time to time, including on matters relating to Paediatric trainees. They must also report to the Adult Medicine Division Education Committee on matters relating to Adult Medicine Trainees.
- 3.2. The Committee may make exception reports to the Division Education Committees or College Education Committee to address emergent or risk management issues as required.
- 3.3. The Committee will provide summary reports to the relevant Specialty Society(ies) from time to time in the specified format.



The Royal Australasian
College of Physicians

4. DEFINITIONS

“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 and includes the Divisions, Faculties and Chapters of the College.
“Constitution”	means the Constitution of the College as amended from time to time.
“Fellow”	means a Fellow of the College.
“Speciality Society”	means...[DEFINITION CURRENTLY UNDER DEVELOPMENT]
“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 the College.

Approved by **Paediatrics & Child Health Division Education Committee** on **23 February 2015**.

By-Law History as from 23 February 2015		
Commencement of By-Law		
This By-Law was approved by Paediatrics & Child Health Division Education Committee on 23 February 2015 and commenced on that date.		
Subsequent amendments to By-Law		
Item	Amendment	Commenced