

# SA MET HEALTH ADVISORY COUNCIL DOCTORS IN TRAINING COMMITTEE

## Terms of Reference



### **PURPOSE**

The South Australian Medical Education and Training Health Advisory Council (“the Advisory Council”) is accountable for improving the quality of education, training and welfare for trainee medical officers within the State and making recommendations for the accreditation of trainee medical officer positions in health services.

The Doctors in Training Committee is established as a committee of the Advisory Council to provide advice and recommendations to the Advisory Council on any aspect of the Advisory Council’s functions from a student and trainee medical officer perspective.

### **REPORTING**

The Doctors in Training Committee will, through its Chair, report to the Advisory Council.

### **FUNCTIONS**

The Doctors in Training Committee will operate in a manner consistent with the Advisory Council rules and will undertake functions defined by those rules and as determined by the Advisory Council.

The functions of the Doctors in Training Committee are to:

1. Receive feedback from trainee medical officers about relevant safety and quality matters and advocate to health services about student and trainee medical officer training, health and welfare issues;
2. Develop position statements, policies, guidelines and activities to support the education, training, health and welfare of student and trainee medical officers;
3. Promote the activities of the SA MET Unit to trainee medical officers and medical students within the state;
4. Provide comment on documents relating to trainee medical officer education, training and welfare
5. Liaise and consult with the JMO forum for the purpose of receiving feedback on issues related to medical education, training, health and welfare; and
6. Work collaboratively with other Advisory Council Committees.

### **MEMBERSHIP**

The membership of the Doctors in Training Committee will be as follows:

- Doctors in Training Advisory Council members and deputy members (6 positions), this includes the Chair of the committee and the Deputy Chair.
- Trainee medical officers in their first year of training since graduating from medical school (intern) (2 positions);
- Trainee medical officers in their second or subsequent prevocational year (2 positions); and
- The Chair or delegate of the JMO Forum (1 position).

- A Doctors in Training representative from the SA MET Accreditation Committee and the Education Committee (an existing member of the committee may be eligible to fill either of these roles, in which case an additional member is not required)

\*If not already represented in the member group listed above, member positions will be opened to a member of the AMA (SA) DIT Committee, to each medical school in South Australia and to an International Medical Graduate (IMG).

\*In line with the Advisory Council Rules composition of committee should consist of equal numbers of men and women; metropolitan, rural and remote issues will be adequately represented; and each Local Health Network be represented where possible.

Members will be appointed by the Advisory Council as follows:

- Advisory Council members and deputy members will be appointed to the Doctors in Training Committee for the period of time in which they are an appointed member of Advisory Council.
- Medical Student members will be appointed for the period of time in which they are a medical student or a maximum of 2 years. They can be further appointed after this period to the committee as an intern representative.
- Trainee medical officer members in their first year of training since graduating from medical school will be appointed for a period of 1 year, consistent with the length of internship. They can be further appointed after this period to the committee as a prevocational PGY2+ representative should there be a vacancy.
- Trainee medical officer members in their second or subsequent prevocational year will be appointed for a period of 2 years with the possibility of re-appointment for a further 2 year term, but not exceeding 4 years.
- The Chair or delegate of the JMO Forum will be appointed for the period of time they are Chair or member of the JMO forum not exceeding a period of 2 years.

A membership vacancy may occur when:

- A member's term of office expires;
- A member resigns by notice in writing to the Chair of the Doctors in Training Committee
- A member is absent for three or more consecutive meetings of the Committee without informing the SA MET Unit.

### **Responsibilities of members for communication**

- **Conflict of Interest** – members are reminded to identify any matter arising at the meeting which the member considers to be a conflict of interest. It is at the Chair's discretion whether a member with a conflict of interest remains in the meeting or not during discussion but the member must withdraw from any decision making vote
- **Confidentiality** – members are reminded that they will not disclose the Doctors in Training Committee discussions or decisions outside the Doctors in Training Committee unless there is explicit agreement, during a meeting and noted in the minutes, that this is appropriate.

## **POWERS**

The Doctors in Training Committee will have the power to:

- Seek advice from external experts;
- Co-opt members to the Committee as required;
- Establish working groups to perform activities relevant to its functions;
- Liaise and work with other Advisory Council Committees, Subcommittees and working groups; and
- Consult appropriately in order to obtain information relevant to the functions of the Committee.

## **MEETING ARRANGEMENTS**

The proceedings of the Doctors in Training Committee will be governed by the Advisory Council Rules (Part 3), excepting that:

- There will be at least 6 meetings in any 12 month period and these will be held at regular intervals.
- There will be a maximum time allocation of 1.5 hours for each meeting.
- The quorum for a meeting is a majority of Members for the time being.
- Reading material will be distributed prior to each meeting and it is expected that members will read this prior to the meeting.
- Material which has not been circulated in accordance with the Health Advisory Council rules may be tabled at meetings only for information or discussion and may only be voted on with approval of the Chair.
- Minutes shall be kept for each meeting. A motion for the confirmation of minutes of any meeting of the Doctors in Training Committee is to be put to the next meeting.
- The Advisory Council may provide administrative support to the Doctors in Training Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council (clause 5 of the Advisory Council Rules).

## **REVIEW**

The Terms of Reference will be reviewed annually.

## **REVIEW DATE**

September 2014