

SA MET HEALTH ADVISORY COUNCIL EDUCATION 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 Education Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on appropriate education and training activities for trainee medical officers in South Australia.

REPORTING

The Education Committee will, through its Chair, report to the Advisory Council.

FUNCTIONS

The functions of the Education Committee are to:

1. Provide expert advice to the Advisory Council on matters relating to trainee medical officer education and training including:
 - a) Clinical supervision, education and training
 - b) Review and further development of accreditation standards in relation to trainee medical officer education
 - c) Developing partnerships with relevant stakeholders, including Universities and professional colleges, to enhance vertical and horizontal integration of medical education programs
 - d) Providing appropriate advocacy regarding trainee medical officer training
 - e) Educational requirements of special needs groups such as International Medical Graduates
 - f) Current and future trainee medical officer educational and related professional development activities
 - g) Supporting evidence-based best practice in education for training medical officers.
2. Provide annual reports to the Health Advisory Council.

MEMBERSHIP

Members will be appointed for a 3 year term by the Advisory Council. Members can be reappointed for a consecutive term.

The membership of the Education Committee will be as follows:

- Chair of the Education Committee will be a member of the Advisory Council
- Deputy Chair
- DCT representative
- MEO representative
- Dean of SA University School of Medicine or representative
- Junior Medical Officers (2 positions)
- SA MET Unit nominees (2 positions)
- LHN representative
- Workforce reform SA Health and Ageing
- International Medical Graduate representative or person with knowledge of issues
- SA Health Library Representative

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 Education Committee
- A member is absent for two or more consecutive meetings of the Committee without informing the SA MET Unit.
- A member fails to attend two meetings in a calendar year.

Responsibilities of members for communication

- **Conflict of Interest** – members must identify any real or perceived conflicts of interest and to withdraw from any discussion or decisions concerning such a matter.
- **Confidentiality** – proceedings of the committee are confidential and members must not disclose discussions or decisions unless there is explicit agreement during a meeting and noted in the minutes, that this is appropriate.

POWERS

The Education Committee has the power to:

- Request reports from Education and Training Program Committees
- Seek advice from external expert
- Co-opt persons with specific expertise as required
- Establish working groups to perform activities relevant to its functions
- Liaise and work with other Advisory Council committees, subcommittees, working groups and other stakeholders
- Consult appropriately in order to obtain information relevant to the functions of the Committee.

MEETING ARRANGEMENTS

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

- There will be at least 4 meetings in any 12 month period and these will be held at regular intervals.
- There will be a maximum time allocation of 2 hours for each meeting.
- The quorum for a meeting is a majority of Members for the time being.
- 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 Education Committee is to be put to the next meeting.
- The Advisory Council may provide administrative support to the Education 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

April 2014