

SA MET HEALTH ADVISORY COUNCIL PROFESSIONAL MEDICAL COLLEGES 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 Professional Medical Colleges Committee is established as a committee of the Advisory Council to provide advice from the perspective of the Professional Medical Colleges.

REPORTING

The Professional Medical Colleges Committee will, through its Chair, report to the Advisory Council.

FUNCTIONS

The Professional Medical Colleges 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 Professional Medical Colleges Committee are to:

1. Provide leadership in postgraduate medical education and training in the State.
2. Work with the Professional Medical Colleges to maintain high quality vocational training.
3. Work collaboratively with other Advisory Council Committees.
4. Establish, maintain and promote partnerships with the Professional Medical Colleges.

MEMBERSHIP

Members will be appointed for a 3 year term. Members have the option of being reappointed for a consecutive term.

The membership of the Professional Medical Colleges Committee will be as follows:

- Chair of the Professional Medical Colleges Committee, who is also a member of the Advisory Council.
- One person with an interest in postgraduate medical education from each of the medical colleges recognised by the Australian Medical Council.
- Members are permitted to send proxies to meetings. Members must inform the Chair that they will be sending a proxy prior to the meeting.

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 Professional Medical Colleges Committee.
- A member is absent for three or more consecutive meetings of the Committee without informing the SA MET Unit.
- A member fails to attend 3 meetings in a calendar year.

Conflict of Interest – members will identify any matter arising at the meeting which the member considers to be a conflict of interest and withdraw from any discussion or decisions concerning such a matter. It is at the Chair’s discretion whether a member with a conflict of interest remains in the meeting or not, but the member will not be able to take part in the discussion or vote.

Any declared or identified conflict of interest will be noted in the minutes.

Confidentiality – members will not disclose Professional Medical Colleges Committee discussions or decisions outside the Professional Medical Colleges Committee, with the exception of their individual College, unless there is explicit agreement during a meeting and it is noted in the minutes that this is appropriate.

POWERS

The Professional Medical Colleges 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.
- Consult appropriately in order to obtain information relevant to the functions of the Committee.

MEETING ARRANGEMENTS

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

- There will be at least four meetings in any 12 month period and these will be held at regular intervals.
- There will be a maximum time allocation of two 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 Professional Medical Colleges Committee is to be put to the next meeting.
- The Advisory Council may provide administrative support to the Professional Medical Colleges 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

October 2014