

**SA MET HEALTH ADVISORY COUNCIL
MEDICAL EDUCATION OFFICERS
SUBCOMMITTEE**
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 Medical Education Officers’ Subcommittee is established as a Subcommittee of the Directors of Clinical Training Committee to:

- Provide advice to the Health Advisory Council through the Directors of Clinical Training Committee on any aspect of the Advisory Council’s functions from the perspective of the Medical Education Officers employed in an incorporated hospital under the Act; and
- Allow sharing of resources, ideas and knowledge across South Australian hospitals.

Medical Education Officers are responsible for overseeing the education, welfare and training needs of prevocational trainees within South Australian teaching hospitals.

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 posts in health services.

The Accreditation Committee is established as a committee of the Advisory Council to provide advice on accreditation processes for the postgraduate training of medical officers.

REPORTING

The Medical Education Officers’ Subcommittee will, through a designated member, report to the Health Advisory Council through the Directors of Clinical Training Committee. The Directors of Clinical Training Committee Terms of Reference and Agendas will have a standing item for Medical Education Officers’ Subcommittee matters.

FUNCTIONS

The Medical Education Officers’ Subcommittee 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 Medical Education Officers’ Subcommittee include:

1. Development of common solutions to enhance education and training, the workplace experience and career development of Junior Medical Officers;
2. Sharing of information on education and training programs at each site;
3. Provision of information and feedback to stakeholders as required;
4. Advocacy for best practice education and training for prevocational trainees;
5. Provision of information, feedback and advice regarding centralised resources and resources that may be required for particular groups;
6. Communication between SA MET and Medical Education Officers on current initiatives;
7. Advocacy and support for the Medical Education Officer’s role.

MEMBERSHIP

The membership of the Medical Education Officers' Subcommittee will be as follows:

- The Chair of the Medical Education Officer Subcommittee is selected by the Medical Education Officers;
- The Deputy Chair of the Medical Education Officers' Subcommittee is selected by the Medical Education Officers. The Deputy will support the Chair and act as a proxy in the absence of the Chair;
- Medical Education Officers (or equivalent positions) from each incorporated hospital under the Health Care Act 2008;
- Membership to the Medical Education Officers' Subcommittee is by virtue of appointment to a Medical Education Officer's position or equivalent;
- The Chair or nominated delegate will represent the Medical Education Officers' Subcommittee on the Directors of Clinical Training Committee.

A membership vacancy may occur when:

- A member resigns from their Medical Education Officer position;
- A member resigns by notice in writing to the Chair of the Directors of Clinical Training Committee;
- A member is absent for three or more consecutive meetings of the Subcommittee without informing the SA MET Unit.

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 Medical Education Officers' Subcommittee will have the power to:

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

MEETING ARRANGEMENTS

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

- There will be at least 5 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;
- Standing items on the Agenda will include, but are not limited to, reporting activities and outcomes of the Health Advisory Council Committees where members of the Medical Education Officers' Subcommittee sit (Directors of Clinical Training Committee, Accreditation Committee and Education Committee);
- Minutes shall be kept for each meeting. A motion for the confirmation of minutes of any meeting of the Medical Education Officers' Subcommittee is to be put to the next meeting;
- The Advisory Council may provide administrative support to the Medical Education Officers' Subcommittee by assigning to the Subcommittee 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

December 2018