

# SA MET HEALTH ADVISORY COUNCIL DIRECTORS OF CLINICAL 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 Directors of Clinical Training Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on any aspect of the Advisory Council’s functions from the perspective of the Directors of Clinical Training employed in an incorporated hospital under the Act.

Directors of Clinical Training are clinicians with direct responsibility for the training program for trainee medical officers within a network or facility. This includes training program structure, assessment, quality improvement and overall organisation and oversight of supervision.

### **REPORTING**

The Directors of Clinical Training Committee will, through its Chair, report to the Advisory Council.

### **FUNCTIONS**

The Directors of Clinical 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 Directors of Clinical Training Committee are to:

1. Provide leadership in prevocational postgraduate medical education and training in the State;
2. Promote and actively encourage innovation in prevocational postgraduate medical training and sharing of best practice;
3. Identify issues and concerns pertaining to prevocational postgraduate training and facilitate solutions;
4. Ensure issues and concerns raised by the Medical Education Officers representative are presented to the Advisory Council;
5. Identify professional development activities for Directors of Clinical Training, Directors of Medical Services, Medical Education Officers and other staff in prevocational postgraduate education;
6. Provide support and mentorship to new Directors of Clinical Training;
7. Develop advice on expanding capacity for prevocational postgraduate medical training;
8. Liaise with groups including SA Medical Education and Training Unit, professional bodies, universities, professional colleges;
9. Promote and advocate on policies and procedures for prevocational postgraduate training;
10. Promote and advocate for welfare of prevocational trainee medical officers.

## **MEMBERSHIP**

Members will be appointed for a three year term. Members have the option of being reappointed for a consecutive term. The membership of the Directors of Clinical Training Committee will be as follows:

- Chair of the Directors of Clinical Training Committee will be a member of the Advisory Council
- Directors of Clinical Training or equivalent employed in an incorporated hospital under the Health Care Act 2008.
- Representative from Medical Education Officers subcommittee.

A membership vacancy may occur when:

- A member ceases to be a Director of Clinical Training
- 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 Committee without informing the SA MET Unit.
- A member fails to attend three 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 Directors of Clinical Training Committee has 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;
- Consult appropriately in order to obtain information relevant to the functions of the Committee.

## **MEETING ARRANGEMENTS**

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

- There will be at least 3 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 Directors of Clinical Training Committee is to be put to the next meeting.
- The Advisory Council may provide administrative support to the Directors of Clinical 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**

August 2018