

# **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 established to improve the quality of education, training and welfare for trainee medical officers within the State and make 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 to the Advisory Council on any aspect of the Advisory Council's functions from a Professional Medical College perspective.

### **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 achieve high quality vocational training.
3. Promote and actively encourage innovation in postgraduate medical training.
4. Identify, evaluate, monitor and promote medical education and training programs for trainee medical officers and their trainers, in conjunction with key stakeholders.
5. Receive feedback from medical officers about relevant safety and quality matters and advocate to health services about postgraduate training, health and welfare issues.
6. Work collaboratively with other Advisory Council Committees.
7. Establish, maintain and promote partnerships with the Professional Medical Colleges, including relevant national and jurisdictional organisations.
8. Provide advice to the Advisory Council regarding matters relating to postgraduate medical education and training.

### **MEMBERSHIP**

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

The Chair of the Professional Medical Colleges Committee will be the person holding the position of Chief Medical Officer (or equivalent title) in the Department.

The other members of the Professional Medical Colleges Committee will be:

- the member of the Advisory Council appointed as a person to represent professional medical colleges recognised by the Australian Medical Council; and
- persons appointed by the Advisory Council comprising one person from each of the medical colleges recognised by the Australian Medical Council (who may, but need not be, Members of the Advisory 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 decisions concerning such matters. 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.

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

**Confidentiality** – members will identify any matter arising at the meeting which they consider may need to remain confidential. It is at the Chair's discretion whether the matter should remain confidential or not and the Chair will advise members if they can disclose this information outside of the meeting.

## **AUTHORITY**

The Professional Medical Colleges Committee will have the authority 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, 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.
- 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 in three years.

## **REVIEW DATE**

February 2024