
FELLOWSHIP TRAINING PROGRAM RENEWAL PROJECT WORKING GROUP

TERMS OF REFERENCE

1. PURPOSE AND SCOPE

These terms of reference establish the Fellowship Training Program Renewal Project Working Group (the Working Group).

The RACMA Board has established the Working Group to advise and assist in the development and implementation of the renewed RACMA Fellowship Training Program.

The Working Group will be time limited and in place until end of 2025 at which time it will be disbanded. On launch of the Renewed Fellowship Training Program (training year 2025), oversight of the approved and implemented Fellowship Training Program will be provided by the Education and Training Committee and relevant subcommittees. After the renewed program launches, the Working Group will meet as required for the remainder of the training year and will function in an advisory capacity to the Education and Training Committee.

2. RESPONSIBILITIES

The primary responsibility of the Working Group is to:

- Consider the currency of the graduate outcomes, learning outcomes, training activities and alignment of assessment methods in the curriculum for the Fellowship Training Program.
- Ensure all education programs offered by RACMA are aligned with the Curriculum and Learning outcomes of RACMA.
- Provide advice to the Education and Training Committee on current medical leadership practices that should be considered for inclusion in the RACMA Curriculum or learning outcomes.
- Review current and draft revised curriculum elements including Fellowship Training Program outcomes, domains of professional practice, learning goals and learning objectives.
- Review the current structure of the Fellowship Training Program and propose revisions to ensure a contemporary, fit for purpose program.
- Provide advice and contribute to the development of Fellowship Training Program requirements, education and learning activities and resources to support the renewed Curriculum.
- Act as a review panel for revised curriculum elements, new or revised education activities, and resources and methods for assessment for the renewed Curriculum.
- Provide advice on strategies for assessment, and contribute to the development of assessments, aligned to the renewed Curriculum.
- Provide advice on the accreditation standards for Fellowship Training Program training posts.

- Provide advice on strategies and requirements for applications, credit, and recognition of prior learning and experience, aligned to the renewed Fellowship Training Program.
- Review current, and draft revised business rules for Fellowship Training Program structure including duration, training requirements and progression.
- Provide advice and contribute to the development of consultation and communication plans regarding changes for the renewed Curriculum and Fellowship Training Program.
- Provide advice on the monitoring and evaluation of the renewed Fellowship Training Program.
- Promote the changes necessary for the renewed Curriculum and Fellowship Training Program and champion the process.

3. MEMBERSHIP

The RACMA Board will appoint the Working Group Chair. All other appointments to the Working Group will be made by the RACMA Board on the recommendation of the Working Group Chair.

Membership of the working group will comprise the following:

- Chair, Education and Training Committee (Working Group Chair)
- Censor-in-Chief
- Chair, Training Progress Committee
- Lead Fellow, Leadership for Clinicians
- Chair, Continuing Education Program Committee
- One (1) Jurisdictional Coordinator of Training
- One (1) Candidate who is a representative of the Candidate Advisory Committee
- Two (2) RACMA Fellows who are less than five years since graduation
- One (1) representative of the Policy and Advocacy Committee
- One (1) Consumer Representative
- RACMA Chief Executive

If the membership above does not include a representative from Aotearoa New Zealand, or from the Private or Public sectors, members will be appointed as follows in order to meet the representative need:

- One (1) RACMA Fellow from Aotearoa New Zealand
- One (1) RACMA Fellow as an employer of Candidates within the private health sector
- One (1) RACMA Fellow as an employer of Candidates within the public health sector

Working Group members with required expertise may represent more than one stakeholder group.

The Working Group may seek co-opted Members with specific expertise to advise on aspects of the renewal project. Co-opted Members will have voting rights at the meetings attended and will be included in the quorum of the meetings attended.

The Working Group will have authority to seek advice and input from RACMA Members and non-members with special expertise as required.

Members of the working group are expected to commit to participating in Working Group meetings and to fulfil Working Group obligations within stipulated timeframes.

Members are expected to:

- attend Working Group meetings and actively participate in discussion
- read agenda papers and minutes of meetings
- keep to matters relevant to the Terms of Reference
- maintain confidentiality on matters of the College
- dedicate time to Working Group related activities

Members of the Working Group, agree to abide by the following:

- RACMA Discrimination, Harassment, Bullying and Victimisation Policy
- RACMA Confidentiality Policy
- RACMA Conflict of Interests and Declaration of Interests Policy
- RACMA Officers' Code of Conduct

4. CHAIR

The Chair of the Working Group will be the Chair, Education and Training Committee.

The Chair shall have delegated authority to deal with matters of a routine and administrative nature. Matters dealt with by the Chair out-of-session will be tabled at each meeting of the Working Group.

The full Working Group will consider matters on which no precedent has been established, new issues, specific referral matters and matters requiring the benefit of Working Group discussion.

When a meeting is convened and the Chair is not present, a temporary Chair for that meeting should be appointed by those present.

5. ACCOUNTABILITY AND REPORTING

The Working Group shall report to the RACMA Board. The Working Group will provide the RACMA Board and Education and Training Committee with a written report of progress against its objectives:

- for tabling at each ordinary meeting of the Board and Education and Training Committee.
- at disbandment of the working group.

The working group will also disseminate a quarterly report of activities to the following RACMA bodies:

- Academic Board
- Accreditation Committee
- Board of Censors
- Continuing Education Program Committee
- Finance and Audit Committee
- Training Progress Committee

6. MEETINGS

The Working Group will meet at least bi-monthly (ie every two months).

Meeting agenda packages should be distributed at least seven (7) days prior to the next scheduled meeting. Management and coordination of the day-to-day operations of the Working Group will be provided by the Education Division.

Accurate Minutes will be kept of each meeting. The Minutes will be confined to a summary of decisions made, including an Action List.

The Minutes and meeting Action List shall be provided to all Working Group members.

The Working Group may meet face-to-face or via electronic means. Face-to-face meetings will usually occur five (5) times per calendar year. Additional meetings will be held by videoconference at intervals determined by the Chair, as required. With approval by the RACMA Board, additional meetings may be held face-to-face.

RACMA staff members who are not Working Group members will attend meetings. Their presence at the meeting will be recorded in the meeting minutes as being 'in attendance'.

7. QUORUM

The number of people required for quorum is five (5) including the Chair (or delegate), two (2) other voting members of the Working Group and two (2) senior members of staff in attendance. Voting members and those in attendance may be present in person or by electronic means. All Members of the Working Group are voting members.

8. OBSERVERS AND VISITORS

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observer and visitor attendance may be limited to particular meeting agenda items.

9. OUT OF SESSION DECISIONS

A recommendation can be disseminated out-of-session (i.e. by email) to the Working Group for consideration and approval. For an out-of-session recommendation to be passed, a quorum must have voted and approved the recommendation. At the subsequent Working Group meeting, all out of session recommendations and their outcome will be noted.