

## **CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEE (CPDPC)**

### **TERMS OF REFERENCE**

#### **PURPOSE**

The Continuing Professional Development Program Committee (CPDPC) (the Committee) of the Royal Australasian College of Medical Administrators (the College) is responsible for the policy and procedures which guide the development, implementation and evaluation of the Continuing Professional Development (CPD) program for members of the College.

The overarching role of the Committee is to oversee governance and compliance of CPD for RACMA Fellows and Associate Fellows consistent with the professional performance principles and frameworks of RACMA, the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ)

#### **ROLE & RESPONSIBILITIES**

**To encourage and promote the continuing professional development of college members, the Committee is to:**

- Work with College stakeholders including the Education Division, Academic Board and the Education and Training Committee (ETC) to design and develop professional development programs and resources which meet the needs of members.
- Consider and recommend to the ETC changes to the CPD program including changes required to align the program with the professional performance and re-certification frameworks of the MBA and MCNZ.
- Provide the Director of Member Services and Engagement Division with feedback and recommendations for amendments and improvements to the MyRACMA platform.
- Ensure all CPD related policies are up to date and relevant and meeting the needs of members.
- Identify and report any emerging issues to the ETC including both member compliance and CPD program issues.
- Review and decide on requests by members for exemption from CPD requirements. Any exemption from CPD requirements is valid for a maximum of 12 months.
- In conjunction with the Member Services and Engagement Division, design, develop and provide an induction program for new Fellows and Associate Fellows upon election to the College and support new members to engage in jurisdictional CPD programs.
- Jurisdictional CPD Coordinators (JCPDC) are responsible for undertaking an audit of the CPD compliance of all members in their jurisdiction under the guidance and with the support of the Member Services and Engagement Division. This activity must be completed by 31 May on an annual basis.
- The Committee Chair will review the CPD records of members and, if appropriate, give final approval for a certificate of completion. This will be completed by no later than 30 June each year.

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**The Committee must not:**

- Enter into contractual relationships.
- Represent or imply in any way that the committee is a body independent of the College.
- Form policy independent of the Education and Training Committee.

**COMPOSITION AND SIZE**

The Committee shall comprise up to a maximum of 15 members (not including corresponding or non-standing members). The members will include:

- A Chair who also sits on the Education and Training Committee.
- JCPDC, including those from New Zealand, Hong Kong and Australian State and Territories.
- A representative from the Indigenous Working Party Working Group.
- Up to two representatives of Associate Fellows of the College preferably with one representative from Australia and one from New Zealand.
- The RACMA Director of Member Engagement and Services and the RACMA CPD Lead Fellow may be invited to attend committee meetings as non-voting members.

**ELECTION AND TERM OF OFFICE**

JCPDC are appointed following expressions of interest and endorsement by the relevant Jurisdictional Committee and approval via the ETC. Members are appointed for a three-year term with the option to renew for an additional three years pending Jurisdictional Committee agreement.

The representatives of the Associate Fellows will be selected by a process determined by a meeting of the JCPDC following a call for expressions of interest among the Associate Fellows

**REPORTING**

The Committee must provide the ETC with a report biannually on activities and outcomes that have been completed and that are in progress.

The Committee must report to the ETC as necessary, any risks and issues identified that may impact compliance and governance of members' CPD. This includes any regulatory requirements and changes.

The Committee will provide the ETC with a summary report on member participation and completion of CPD by Fellows and Associate Fellows that will be presented by the Chair of the ETC at the RACMA Annual General Meeting.

## **MEETINGS**

The Committee will meet via teleconference with a minimum requirement of six (6) meetings per annum. A face-to-face meeting of the Committee may be arranged at the RACMA annual conference pending availability of time and resources.

A quorum will be 50% of JCPDC and the Chair. A delegate Chair, who is a JCPDC, will be arranged by the CPDPC Chair in his or her absence.

## **SUB-COMMITTEES and WORKING GROUPS**

The Committee will have no standing Sub-committees or Working Groups