

# Terms of Reference

## Canberra Region Medical Education Council



### Establishment

The Canberra Region Medical Education Council (CRMEC) has been established by the Minister for Health and Wellbeing, as a Ministerial Management Council.

### Role

To act as a Postgraduate\* Medical Council to:

- Perform accreditation functions of the intern training program within the ACT and linked regional networks.
- Provide expert advice to the Minister for Health and Wellbeing regarding the quality of education, training and welfare for junior medical officers within the ACT and linked regional networks.

*\*Postgraduate refers to doctors who have completed a medical degree*

### Reporting mechanism

- The CRMEC will report annually to the Minister for Health and Wellbeing on its activities.
- The CRMEC will report to the Director-General ACT Health twice a year, and will prepare an extraordinary report if a topic of significance for ACT Health arises.

### Functions

- Provide leadership in postgraduate medical education and training in the ACT and linked regional networks.
- Provide expert advice to the Minister for Health and Wellbeing and the Director-General ACT Health on matters relating to postgraduate medical education and training and the accreditation of prevocational medical training.
- Identify, evaluate, monitor and promote medical education and training programs for junior medical officers and their educators, in conjunction with key stakeholders.
- Promote and actively encourage innovation in postgraduate medical training.
- Undertake the accreditation and monitoring of individual junior medical officer terms and the clinical units, facilities and networks that support them using national and jurisdictional standards, with a focus on:
  - Accreditation and monitoring of terms for prevocational junior medical officers
  - Developing training standards and accreditation processes for prevocational junior medical officers.
- Provide advice to ACT Health on the suitability of junior medical officer terms in the ACT.
- Notify the ACT Board of the Medical Board of Australia of the CRMEC's recommendations in relation to accreditation of intern training positions.
- Develop linkages and agreements with accreditation agencies and education providers to:
  - Provide a continuum of learning
  - Foster sharing of expertise and information and minimise duplication of workload on health services that is associated with multiple accreditation processes.
- Establish, maintain and promote partnerships with relevant national and jurisdictional organisations.
- Receive feedback from junior medical officers regarding relevant safety and quality matters and advocate to health services about postgraduate training, health and welfare issues.

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### Sub-Committees

The Chair, with the agreement of members, may form sub-committees / working groups to consider particular issues, having regard to the need for relevant expertise and a balance of views.

### Membership

- The membership of the committee will comprise of members with expertise and interest in junior medical officer training and education; and will be appointed by the Minister for Health and Wellbeing.
- The committee will include ex-officio members and those recruited through an Expression of Interest in the following categories:
  - Chair (2 year appointment)
  - Consumer representative
  - Medical administrator
  - Senior clinical supervisor
  - ACT Health Representative
  - Education academics
  - Southern NSW Local Health District representative
  - Representative from South Australia Medical Education and Training Unit
  - Junior Medical Officer representatives, 1 x PGY 1 and 1 x PGY2 (2 year appointments)
  - Registrar / Senior Registrar representative (2 year appointment)
- Membership will be for a period of three years, as specified in the offer of membership. Membership may be relinquished at any time by a member by notice in writing to the Minister for Health and Wellbeing and the Chair.
- Committee members are expected to observe the highest standards of ethical conduct, as outlined in the *ACT Government Boards and Committees Handbook (2009)* and the *ACT Code of Ethics* (Section 9 of the Public Sector Management Act 1994), including honesty, courtesy and fairness.

Membership may be terminated for a breach of the code of conduct or a conflict of interest, or failure to attend three or more meetings per year without advising the Chair.

### Quorum

Quorum will be 50% of membership + 1, including either the Chair or Deputy Chair and excluding the Secretariat. In the case of absence, a proxy may be nominated, but must be fully briefed and able to contribute to the meeting.

### Chair

The Chair will be appointed by the Minister for Health and Wellbeing.

### Deputy Chairs

The Deputy Chair will be appointed by the Minister for Health and Wellbeing.

### Secretariat

Secretariat functions will be provided by ACT Health.

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### Agenda requests

- Requests for agenda items and any accompanying papers are to be received by the secretariat 2 weeks prior to the meeting.
- Papers will be circulated a minimum of 1 week prior to the meeting.

### Meeting Frequency

The CRMEC meets 4 – 6 times per year with extra meetings as needed.

### TOR Review Frequency

The terms of reference will be reviewed every two years.

### Version control

<i>Policy 01: Terms of Reference CRMEC</i>				
Review date	Version	Updated by	Approved by	Changes made
February 2015	1.0	Manager	CRMEC	
December 2016	2.0	Manager	CRMEC	Meeting frequency updated
July 2017	2.1	Admin staff	Manager	Title of Minister updated