

Education Committee TERMS OF REFERENCE April 2019

Purpose	<p>The Canberra Region Medical Education Council (CRMEC) is accountable for advice on improving the quality of education, training and welfare for prevocational junior medical officers within the region and making recommendations for the accreditation of junior medical officer (JMO) posts in health services.</p> <p>The Education Committee will provide leadership in postgraduate medical education and training. The Committee will provide advice to CRMEC on appropriate education and training activities for junior doctors within the ACT region.</p>
Reporting	<p>The Education Committee will, through its Chair, report to the CRMEC.</p>
Functions	<p>The Education Committee will operate in a manner consistent with the CRMEC rules and will undertake functions defined by those rules and as determined by the CRMEC. These will include:</p> <ol style="list-style-type: none"> 1. Advising CRMEC on: <ul style="list-style-type: none"> • Partnerships with relevant stakeholders, including Universities and professional Colleges, to enhance vertical and horizontal integration of medical education programs • Initiatives that foster greater sharing of expertise, information and a continuum of learning • New learning technologies including simulated learning environments to support postgraduate medical education. • Partnerships with relevant national and jurisdictional organisations. 2. Monitoring for effectiveness and quality: <ul style="list-style-type: none"> • Current medical education and training programs for JMOs against the CRMEC accreditation standards. • Implementation of the Australian Curriculum Framework for Junior Doctors. • Implementation of new learning technologies. • Advising on evaluation and assessment of education and training.

Proceedings of the Committee	<p>The proceedings of the committee will be governed by the rules of the CRMEC excepting that:</p> <ul style="list-style-type: none"> • The committee will meet five times per year. • There will be a maximum time allocation of 2 hours for each meeting. • Material which has not been circulated in accordance with the CRMEC rules may be tabled at the meetings only for information or discussion and may only be voted on with the approval of the Chair. • The Chair will have responsibility for ensuring discussion progresses and each member has opportunity for contribution, and will be responsible for reviewing the agenda prior to each meeting and reviewing the minutes following a meeting, prior to them being tabled at the CRMEC meeting.
Powers	<p>The Committee will have the power to:</p> <ul style="list-style-type: none"> • Seek advice from the experts; • Co-opt members to the Committee as required • Establish working groups to perform activities relevant to its functions • Liaise and work with other CRMEC committees and working groups • Consult appropriately in order to obtain information relevant to the functions of the Committee. • Liaise with CRMEC.
Membership	<p>The membership of the Education Committee will be as follows:</p> <ul style="list-style-type: none"> • Chairperson appointed by the CRMEC. The Chairperson must have already served 12 months on the Education Committee before appointment as Chair. The Chair position will be vacated after a maximum of 2 years. • Clinical Term Supervisor x 2 • ACT Health Workforce/Policy Division Representative x 1 • MEO representative or equivalent x 1 • Director of Prevocational Education and Training x 2 • University representative x 2 • Junior Medical Officer representatives (up to 10 positions) • CRMEC nominees (up to 2 positions). <p>Members will be appointed for a 3 year term and have the option of being reappointed for a consecutive term. JMO members will be appointed for 2 years. The committee members can co-opt members to the committee positions as required.</p>
Support	<p>The committee will be supported by the CRMEC secretariat to carry out functions.</p>
Review	<p>The Terms of Reference will be reviewed by the CRMEC every two years.</p>
Next review date	<p>March 2021</p>