

Document Number: CRMEC Policy 03

Document Name: **Terms of Reference for Education Committee**

Purpose

In addition to its role as an accrediting body, the Canberra Region Medical Education Council (CRMEC) is established to provide strategic advice on education, training and welfare for prevocational junior medical officers within the ACT training region.

The Education Committee is established to provide leadership and advice to CRMEC on postgraduate medical education and training across the ACT training region.

Role

The Education Committee's role is to:

- Provide advice to the CRMEC on issues related to education and training of prevocational doctors in the ACT training region.
- Provide advice to the CRMEC on strategies to promote education across the medical profession in the ACT training region to support the training experience of prevocational doctors.

Functions

The Committee will provide advice to the Council on:

- Education, welfare and career needs of prevocational junior doctors in the ACT training region.
- Educational initiatives and resources that foster greater sharing of expertise, information, and a continuum of learning.
- New learning technologies (e.g., simulated learning environments and technological advances in education) to support postgraduate medical education.
- Opportunities for partnerships with relevant stakeholders to enhance vertical and horizontal integration of medical education programs.

Where relevant, the Committee may undertake to develop local resources or be involved in the delivery of education for junior doctors in the ACT training region.

The Committee will have the power to:

- Seek advice from the experts.
- Request the CRMEC Director co-opt members to the Committee as required for specific initiatives.
- Establish working groups to perform activities relevant to its functions.
- Liaise and work with other CRMEC Committees and working groups.
- Consult appropriately to obtain information relevant to the functions of the Committee.

Proceedings of the Committee

The proceedings of the Education Committee will be governed by the general policies and procedures of the CRMEC and the guidance of the Chair.

The Committee will meet up to five times per year. There will be a maximum time allocation of two hours for each meeting.

An agenda and previous minutes will be circulated approximately one week prior to each meeting. Requests for agenda items and any accompanying papers are to be received by the Secretariat two weeks prior to the meeting.

Material that has not been circulated in accordance with the CRMEC processes may be tabled at the meetings for information or discussion and may be voted on with the approval of the Chair.

Reporting Mechanism

Recommendations, advice and activities of the Education Committee will be reported to the CRMEC through the CRMEC Secretariat. Issues and business will be conveyed from the Education Committee to the Council by way of:

- Education Committee meeting Minutes with any additional supporting documentation, to be tabled at the next CRMEC meeting. Minutes will be prepared by the Secretariat and checked by the Education Committee Chair prior to distribution to the CRMEC.
- A person nominated by the CRMEC will speak to agenda items related to the Education Committee advice and activities in CRMEC meetings. In general, this will be the CRMEC Medical Education Advisor, the CRMEC Director or a member of the CRMEC.

As a CRMEC sub-committee, the Education Committee will not report or formally communicate externally. Any formal external communications related to Education Committee business will be prepared by the Secretariat and approved by the CRMEC, CRMEC Chair or CRMEC Director.

Membership

The membership of the Education Committee will be a maximum of 20 representatives, with representation as follows:

- CRMEC nominees (up to 2 positions).
- Junior doctor representatives (up to 10 positions).
- CRMEC Medical Education Advisor.
- Clinical term supervisors.
- Directors of Prevocational Education and Training.
- Medical education officers.
- Professional medical educators.

Members will be appointed for terms of up to three years and have the option to apply for reappointment for a consecutive term. Junior doctor representatives will generally be appointed for two-year terms.

Chair

The Chair will be appointed by the CRMEC Chair. Preference for a Chair appointment will be given to nominees who have already served 12 months on the Education Committee or another CRMEC Committee. Preference will be given to junior doctors in the role of Chair.

The Chair will have responsibility for:

- Reviewing the agenda prior to each meeting.
- Ensuring discussion progresses and each member has opportunity for contribution in each meeting.
- Reviewing the minutes following a meeting, prior to them being tabled at the CRMEC meeting.

Secretariat

Secretariat functions will be provided by ACT Health Directorate.

Related Policies and Relevant Guidance

- CRMEC Education Committee Chair Job Description
- CRMEC Policy 01: CRMEC Terms of Reference

Version Control

Review Date	Version	Updated by	Approved by	Changes made
Feb 2015	1.0	Director	CRMEC	
Feb 2017	2.0	Director	CRMEC	Meeting frequency
Aug 2017	2.1	Admin	Director	Formatting
Feb 2019	3.1	Director	CRMEC	Chair requirements, representation on the Committee
June 2020	3.2	Admin	Director	Layout
Dec 2021	4.0	Director	CRMEC	Clarify Committee's purpose and role, clarify reporting
Feb 2023	4.1	Admin	Director	Layout
Jan 2024	4.2	Director	Director	Reviewed for language relevant to new Prevocational Framework, added related policies