

# Committee of Presidents of Medical Colleges

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## Education Subcommittee Terms of Reference

### PURPOSE

The Education Subcommittee reports to the CPMC on proposed educational activities related to collaboration with other colleges and educational bodies

### TERMS OF REFERENCE

The Subcommittee will act as an advisory body to the CPMC. It will undertake clearly defined, discrete tasks at the request of the CPMC and will develop and provide advice in response to those requests. From time to time the subcommittee may raise issues with the CPMC that may be relevant to its role to seek approval for further exploration and action.

The Subcommittee will develop and facilitate activities with the objectives of -

1. Fostering the sharing of educational systems and resources between the Member Colleges;
2. Co-operating with other established educational bodies to enhance
  - under-graduate and post-graduate training;
  - continuing education and quality assurance procedures of Member Colleges; and
3. Developing educational modules/courses and activities of mutual benefit to Member Colleges.

The Education Subcommittee roles include but are not limited to:

1. Postgraduate medical training and education;
2. Conduct of examinations;
3. Selection procedures and training requirements;
4. Training inspection systems;
5. Continuing professional development;
6. Quality assurance procedures;
7. Validation / recertification procedures
8. Accreditation of college training programs.
9. Clinical supervision requirements

The roles of the Education Subcommittee do NOT include:

1. Autonomous decision making

The following are delegated roles from the CPMC

1. NA : advisory only

The following require approval of the CPMC:

1. Consideration of any other issues not specifically requested by the CPMC

The key communication channel for the Education Subcommittee is:

1. CPMC (governance)

### MEMBERSHIP

The membership of the Education Subcommittee is:

1. Up to three members of the Committee, one of whom shall be the Subcommittee Chairperson;
2. Up to three other Fellows nominated by member Colleges on the basis of their special relevant expertise;

3. Up to three Chief Executive Officers or other relevant senior staff members of member Colleges; and
4. One current participant in a College training program.

The Subcommittee Chairperson from time to time may co-opt not more than two additional Fellows of member Colleges with relevant expertise to the Subcommittee to assist in the Subcommittee's consideration of specific matters under consideration. The participation of those co-opted Fellows in the Subcommittee's activities shall be limited to the specific matter in respect of which they are co-opted and shall not extend beyond the time at which the Subcommittee's consideration of that matter ceases.

The appointment processes for members will be by expressions of interest each 2 years, with decisions on membership made by the Chair in consultation with the Chair of the CPMC.

Appointment of members will take into account the following factors:

1. Expertise and interest in education
2. Attendance at Subcommittee meetings for existing members
3. Ensuring a diversity of expertise and experience to enhance subcommittee deliberations

The terms of Education Subcommittee members will be 2 years and members will be eligible for reappointment.

#### **MEETINGS**

The Education Subcommittee will meet 4 times per year by teleconference.

A quorum for a meeting will be a majority of voting members. If at any time the number of members is less than a quorum, the Education Subcommittee may meet only for discussion purposes.

Questions arising at a meeting of the Education Subcommittee are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

The discussions of each CPMC subcommittee and working group are confidential to its members.

Conflicts of interest must be declared if and as they arise.

#### **REPORTING**

Meetings will be minuted with the minutes being forwarded to the CPMC. Decisions made electronically will be recorded in the minutes of the next Education Subcommittee meeting.

#### **ADMINISTRATIVE SUPPORT**

Administrative support for the Education Subcommittee will be from the CEO of the CPMC.

#### **CHANGE CONTROL REGISTER**

Version	Author	Approved by	Approved on	Changes
Two	Dr Lee Gruner	CPMC	November 2012	Revision

Date of next review	September 2014
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