



Te Kaunihera Rata
o Aotearoa

**Medical Council
of New Zealand**

Terms of Reference for the Education Committee

1. Membership

- 1.1 Membership of the Education Committee (the Committee) shall comprise:
- a. The Chair of the Medical Council of New Zealand (Council) ex officio.
 - b. Up to five other members of Council, being at least two medical members and at least two lay members.
 - c. Up to eight other members appointed by Council to include:
 - i. four members of vocational education institutions selected from nominations by vocational education institutions in New Zealand
 - ii. one prevocational educational supervisor selected from applications received
 - iii. one vocational trainee formally enrolled and actively participating in a vocational training programme accredited by Council, selected from applications received
 - iv. two interns selected from applications received, and appointed in alternate years during their PGY1 year.
 - d. A medical academic appointed from nominations by the New Zealand medical schools.
 - e. Additional members co-opted for specific purposes and for terms defined by the Committee.
- 1.2 Members are not representative of any particular stakeholder group. Once appointed, members are to make decisions within the delegations provided from Council to the Committee.
- 1.4 Criteria for appointing a Chair and Deputy Chair for the Committee:
- a. The Chair and Deputy Chair will be appointed by Council at the first Council meeting of every year.
 - b. The Chair must be a medical member of Council.
 - c. The Deputy Chair must be a member of Council.
- 1.5 Prospective members, who are not a member of Council, are interviewed by a panel consisting of the Chair of the Committee, a member of Council, and a senior Council staff member. The panel's recommended appointment will be referred to the next Council meeting for approval.
- 1.6 Terms of appointment:
- a. The terms of appointment of members who are also members of Council are determined by their respective terms of appointment on Council.
 - b. The term of appointment for the vocational trainee is 3 years.
 - c. The term of appointment for interns is 2 years.
 - d. The term of appointment for the prevocational educational supervisor is 3 years.
 - e. The term of appointment for non-members of Council (other than non-members stated above at 1.6(b)(c) and (d)) is 3 years.
 - f. In exceptional circumstances, the term of appointment for members may be amended by Council.

- g. It is important for members to attend each meeting. If a member does not attend two consecutive meetings, without the approval of the Chair of the Committee, they may be required to forfeit their membership on the Committee.
- 1.7 Time of Appointment
- a. Council will review the Committee's membership at its first meeting of each calendar year or as deemed necessary by Council.
- 1.8 Council appointment of the Committee members on stakeholder committees
- a. Following receipt of recommendations from the Committee, Council will appoint members of the Committee to act as representatives on:
 - i. Australian Medical Council (AMC) Specialist Education Committee (SEAC).
 - ii. AMC Medical School Accreditation Committee (MEDSAC).
 - iii. AMC Progress Reports Working Party (PRWP).
 - iv. Any other stakeholder organisation.
 - b. Members appointed to SEAC, MEDSAC, PRWP, and any other stakeholder organisation, will be for the terms specified by those committees but subject to review by the Committee at any time.
- 1.9 Criteria for appointment as a Committee member:
- a. The criteria for appointment as a Committee member includes being:
 - i. a medical doctor in good professional standing who has a special interest in medical education
 - ii. a lay person who has a special interest in medical education
 - iii. available to attend meetings
 - iv. able to be actively involved in the work of the Committee.
- 1.10 Voting
- Each member shall have one vote except for co-opted members who have no voting rights.

2. Purpose

- 2.1 The Committee is a standing committee of Council.
- 2.2 The Committee will advise and recommend to Council ways to promote medical education and training in New Zealand, under Sections 12(4) and 118(a), (e) and (k) of the Health Practitioners Competence Assurance Act 2003 (HPCAA), in relation to:
- a. Accreditation of medical schools**
Includes collaborating with the AMC in relation to accreditation of Australian and New Zealand medical schools in accordance with the Memorandum of Understanding (MoU) between Council and the AMC.
 - b. Accreditation of prevocational medical training providers offering an intern training programme**
The intern training programme provided by training providers is assessed for accreditation against Council's accreditation standards for training providers by an accreditation team. The draft accreditation report is considered by the Committee who makes recommendations to Council on the report, required actions and any interim reporting. Council considers the Committee's recommendations before making a final decision.
 - c. Prevocational medical training**
The Committee develops and reviews policies, standards and procedures related to prevocational medical training and makes recommendations to Council, who make the final decision.
 - d. Accreditation of vocational colleges and their vocational training and recertification programmes**

The Committee develops and reviews policies, standards and procedures related to vocational medical training and recertification programmes and makes recommendations to Council, who make the final decision.

Additionally, the Committee makes recommendations:

- on the accreditation of Australian and New Zealand vocational colleges, ensuring that vocational training and recertification programmes meet Council's accreditation standards. This is in collaboration with the AMC in accordance with the MOU between Council and the AMC.
- on the accreditation of New Zealand-only vocational colleges ensuring that vocational training and recertification programmes offered in New Zealand meet Council's accreditation standards.
- on the accreditation and assessment of new vocational scopes of practice.

e. Recognition of recertification programmes under section 118(e) HPCAA

The Committee makes recommendations to Council on the criteria for recertification programmes. Council considers the Committee's recommendations before making a final decision.

f. Other education tasks or functions as delegated by the Medical Council of New Zealand

3. Governance

- 3.1 The quorum required for the transaction of business is six members including the Chair or Deputy Chair but not including co-opted members.
- 3.2 Decision-making shall be by simple majority vote.
- 3.3 The Chair of the Committee shall have a casting vote.
- 3.4 Meetings may be conducted by teleconference or videoconference and resolutions assented to by members and clauses 9 and 15 of schedule 3 of the HPCAA shall apply to the Committee as they apply to the Council.
- 3.5 Clauses 11 to 14 of Schedule 3 of the HPCAA shall apply to Committee members as if they were Council members.
- 3.6 Dates of Committee meetings in each year will be set by the Council.

4. Delegated authority and deliverables

- 4.1 The Committee is delegated by Council to:
 - a. Manage all procedural matters (within Council policy) relating to the terms of reference.
 - b. Prepare submissions on medical education topics for review by Council.
 - c. Accredite new clinical attachments and changes to existing clinical attachments as a component of the intern training programme (delegation jointly to the Chair of the Committee and Council's Medical Advisers).
 - d. Approve the membership of training provider and recertification accreditation teams (delegation to Committee Chair and Council's CEO).
- 4.2 Recommendations of the Committee which must be approved by resolution of Council include:
 - a. Accreditation of medical schools.
 - b. Accreditation of prevocational medical training providers.
 - c. Accreditation of vocational training and recertification programme providers.
 - d. Recognition and accreditation of new vocational scopes.

- 4.3 The Committee will report to Council following each meeting. Agenda papers provided to Council will include:
- a. The Minutes of the Committee's previous meeting.
 - b. Training provider accreditation reports and accreditation assessments.
 - c. The Committee's recommendations that require Council's consideration.

Approval

Education Committee:
Council:

November 2018
December 2018