1. PURPOSE AND SCOPE

This policy describes the terms of reference for the committee responsible for the accreditation of Post Fellowship Training and Education programs.

2. KEYWORDS

Post Fellowship, Education, Training Programs, Accreditation, College Endorsement

3. BODY OF POLICY

Council approved a process for the accreditation of post fellowship training programs sponsored by Specialty Societies and Associations representing the nine specialties of the College. The Post Fellowship Education and Training Committee is the College committee with delegated responsibility from Council (in accordance with this Terms of Reference) for the program.

3.1. Objectives

To establish a Post Fellowship Education and Training Committee that reports to the Education Board and is responsible for the oversight of the College approved Post Fellowship Education and Training Program in Australia and New Zealand.

3.2. Duties and Responsibilities

3.2.1. To make recommendations to the Education Board for the recognition and accreditation of Post Fellowship Education and Training programs.

3.2.2. To approve policies relevant to the Post Fellowship Education and Training Program.

3.2.3. To consider other matters relating to Post Fellowship Education and Training as they arise.

3.3. Powers

3.3.1. The Committee is authorised to assess applications for the approval of a PFET program; and

3.3.2. To make recommendations to the Education Board or its Executive for the approval of PFET programs.

3.4. Committee Composition, Size and Terms

3.4.1. The Committee shall consist of:

- College Councillor, nominated by Education Board, as Chair of the Committee
- A nominee of the President of each of the Surgical Societies and Associations that have signed an agreement with the College for the administration of the SET program.
- New Zealand Censor

3.4.2. The Committee may co-opt other Fellows, as required, subject to the approval of the Education Board (or its Executive).

3.4.3. Members shall be elected for a term of three years, to a maximum of three terms. Each year the College shall seek confirmation that members are a financial member of the College and the Society.
3.4.4. The Chief Executive Officer, the Dean of Education, the Director of Education and Training Administration and the Manager, Training Projects (or their nominees) may be in attendance.

3.5. Executive Composition and Term

The Executive of the Committee will consist of:

- The Chair
- New Zealand Censor
- 3 members elected by the Committee for a term of 3 years. Members are eligible for re-election to the Executive.

3.6. Meetings and Reporting

3.6.1. The Committee will meet three times per year by teleconference. Additional meetings may be held if required.

3.6.2. The Executive of the Committee will meet as required.

3.6.3. The Committee will report to the Education Board.

3.7. Quorum

3.7.1. A Quorum shall be a majority of the members of the Committee.

3.8. Accountability and Reporting

3.8.1. The Committee is accountable to Council via the Education Board, and its meetings will be recorded in minutes.

4. ASSOCIATED DOCUMENTS

Approval of Post Fellowship Training Programs Policy
Post Fellowship Education and Training Program Assessment Procedure

Approver Education Board
Authoriser Council