

# Terms of Reference

Junior Medical Officer Forum Queensland Executive Committee

## 1. Purpose

The Junior Medical Officer Forum Queensland (JMOFQ) is comprised of junior medical officer representatives from health facilities in Queensland that train junior medical doctors.

The JMOFQ Executive Committee (the Committee) is a core group of the JMOFQ comprised of individuals empowered by the Forum to carry out certain responsibilities.

The Committee also acts as a reference group for Prevocational Medical Accreditation Queensland (PMAQ) which is the Queensland authority responsible for overseeing the accreditation of prevocational medical training programs.

## 2. Scope

The JMOFQ Executive Committee:

- Convenes JMOFQ activities as an opportunity for junior medical officers to network and collaborate on issues pertaining to their education and training
- Advocates for the quality and continued improvement of junior medical doctor training and education programs in Queensland
- Communicates the work of the Committee to JMOFQ members
- Supports research regarding junior medical officer education

In addition, the Committee offers an avenue for any Queensland junior medical officer to raise concerns regarding the quality of Queensland medical education and training. Consideration will be given to confidentiality and privacy in progressing any concerns with PMAQ. JMOFQ does not facilitate a personal complaints process, nor does it pursue industrial relations matters and will refer these as required to the appropriate group.

For the purposes of the JMOFQ, a junior medical officer is defined as a prevocational medical doctor working in one of the following positions:

- Interns
- Junior House Officers
- Senior House Officers
- Resident Medical Officers

The interests of Junior Doctors who have progressed to college training programs will not be represented by the JMOFQ.

### 3. Membership

Membership of the Committee will comprise seven members (including the Chair and Deputy Chair) and will include a combination of ex-officio non-voting members and those recruited through an Expression of Interest (EOI) and voting process:

1. Chair
2. Deputy-Chair
3. Secretary
4. Projects Officer
5. Representative Coordinator (Intern)
6. Representative Coordinator (PGY2+)
7. Immediate Past Chair (non-voting)

The Committee's term commences on 1 January each year.

#### Chair & Deputy Chair

JMOFQ members nominate a new Deputy Chair each year. The outgoing Deputy Chair assumes the role of the Committee Chair for the following year.

#### Committee Members

Committee elections open each October for a period of two weeks. Nominations for election must include:

1. the applicant's name and position
2. a statement explaining their interest in a role on the committee and the skills and experience they bring to the committee
3. a letter of support from the nominee's employer stating that the employee will be released to participate in JMOFQ.

#### Eligibility

To be eligible for the Committee nominees must:

1. Have participated in one or more JMOFQ Meeting (executive or other) or have written endorsement from the Chair to nominate
2. Be a Junior Medical Officer (in accordance with the JMOFQ definition) at the time of election.

#### Voting

The Chair is responsible for managing the Committee election process. JMOFQ representatives will be forwarded a copy of each nomination following the closure of the application process.

Voting will occur where more than one individual has nominated for a single position with the successful candidate appointed by simple majority.

## 4. Committee Responsibilities

### Chair & Deputy Chair

The roles and responsibilities of the Committee's Chair & Deputy Chair are to:

1. Chair the Committee in the interests of JMOFQ.
2. Chair JMOFQ Statewide Forums
3. Represent the Executive Committee at meetings of the following groups:
  - a. PMAQ Accreditation Committee
  - b. Medical Workforce Advisory Group
  - c. Medical Schools Liaison Committee
  - d. Australian Medical Association Queensland, Council of Doctors in Training
  - e. Australasian Junior Medical Officers' Committee, and other forums as required.
4. Report to PMAQ any concerns raised by the JMOFQ regarding the quality of junior medical doctor education and training, where applicable.
5. Approve the circulation of draft committee meeting minutes to committee members within ten working days of each meeting.
6. Prepare an annual report for the PMAQ Accreditation Committee that discusses:
  - a. JMOFQ's views regarding Queensland prevocational medical education programs including any issues and suggestions for improvement
  - b. The PMAQ Accreditation Survey process, issues and suggestions for improvement
  - c. Summary of any concerns / issues raised by representatives including:
    - i. their status (open / closed) and,
    - ii. how these have been managed.

The due date for reports will be negotiated annually between the JMOFQ executive and PMAQ following the election of the Committee.

### Committee Members

The roles and responsibilities of Committee members (including the Chair and Deputy Chair) are to:

1. Actively contribute to the agenda and papers
2. Ensure that they have thoroughly prepared for meetings
3. Respect the role of the Chair as leader of meetings and abide by their rulings in relation to meeting procedure
4. Demonstrate fairness and a commitment to in-depth examination of the matters under review.
5. Provide advice, based on the views of the state forum, on behalf of Queensland Junior Doctors
6. Members must not use their position on the Committee for personal gain or that of another person or organisation.

The Committee will also have the power to:

1. seek advice from external experts
2. establish working groups to perform activities relevant to its functions
3. consult appropriately in order to obtain information relevant to the functions of the Committee

## 5. Tenure

The term of the Chair and Deputy-Chair is a total of two years (1 year for each position).

All other members of the Committee are elected each year for a term of one year. An individual is eligible to maintain their membership of the Committee while they remain a junior medical officer and their nomination is supported by JMOFQ representatives.

## Vacancies

A membership vacancy may occur when a:

1. member's term of office expires
2. member resigns by giving one month's notice in writing to the Chair of the Committee
3. member is absent for one or more meetings of the Committee without informing the Chair or Secretary

Any vacancies that occur will be managed by the Chair and/or Deputy Chair of the Committee either by election or direct appointment. New members of the Committee will require endorsement by the remaining committee members ahead of appointment. Any changes to the Committee must be communicated to JMOFQ representatives.

## 6. Conflict of interest

Members are required to disclose to the Chair a personal interest that could, now or in the future, be seen as influencing their performance or duties on the Committee. When a declaration of real or perceived conflict of interest is made, the Chair must ensure it is managed in accordance with PMAQ's Conflict of Interest Guideline.

Members who are also employees of the Queensland Public Service are required to comply with the Code of Conduct and other relevant employment related legislation when performing their duties on the Committee.

## 7. Confidentiality

Members shall take all steps necessary to protect and preserve the confidentiality of information pertaining to the Committee's deliberations. Members shall not disclose committee discussions or decisions outside the Committee unless there is explicit agreement during a meeting and it is noted in the minutes that this is appropriate.

## 8. Quorum

A quorum shall be four members of the Committee including the Chair or Deputy Chair. No decisions can be made without the presence of a quorum. Decisions made during a meeting that has reached quorum are unable to be challenged by absent members.

Meetings may proceed where a quorum is not reached however any decisions must be voted on and confirmed out of session.

## 9. Other participants

The Chair of the Committee may invite or approve, in advance, other people attending meetings. These people do not assume membership.

## 10. Attendance

Members of the Committee will participate in as many meetings as feasible. Proxy attendance is not authorised for this committee.

Queensland Health staff will be requested to make themselves available for meetings and seek appropriate approvals for release from their duties from the respective Hospital and Health Service Chief Executive.

## 11. Frequency

The Committee will convene a minimum of quarterly unless otherwise notified. The Chair of the Committee can review meeting time frames as required.

The Committee's meeting schedule for the following year will be finalised on or before 30 November each year.

## 12. Meeting Arrangements Secretariat

PMAQ will assume a secretariat role for the Committee for up-to four face-to-face meetings per annum. The secretariat role will include recording and preparing minutes, agendas, correspondence and other relevant administrative tasks.

It is expected that the Committee will commence discussions with PMAQ no less than three months before a scheduled face-to-face meeting. Discussions shall include, but not be limited to, arrangements regarding meeting agendas and the availability of funding to support member's travel and accommodation expenses.

### Submission of Agenda Items

Agenda items and briefing papers shall be submitted to the PMAQ secretariat no less than seven working days prior to the next scheduled face-to-face meeting. Where emergent issues arise, these will be addressed at the discretion of the Chair.

## Meeting Procedure

In conjunction with the PMAQ Secretariat the Chair is to:

1. Actively contribute and manage meeting agendas and background papers to ensure committee priorities are met
2. Ensure timely advice is provided to members regarding meeting times, dates and venues
3. Ensure members receive meeting agendas and papers no less than 5 working days prior to meetings
4. Control the volume of papers submitted to the committee
5. Conduct meetings in a timely manner ensuring order and focus of meeting priorities is maintained.
6. Ensure there is agreement on future actions to be taken either by consensus or majority vote.
7. Manage and appropriately deal with any grievances and complaints arising between members or within committee sub-groups
8. Manage the following procedural matters at each meeting:
  - a. Check that a quorum is present
  - b. Declare the meeting open
  - c. Welcome new members and list/call for apologies
  - d. Request that Committee members:
    - i. declare any possible conflicts of interest
    - ii. Request that the committee members approve the agenda
    - iii. Request that the committee members confirm the minutes from the previous meeting
    - iv. Ensure any formal resolutions are appropriately debated and approved
    - v. Close the meeting and note when the next meeting is scheduled

## 13. Funding

PMAQ will fund up to \$10,000 per annum for JMOFQ-related activities. Approved expenditure from the previous year must be finalised before funds will be released for the following year.

The JMOFQ must submit a detailed budget for these funds and have it pre-approved by PMAQ ahead of any expenditure. Any expenditure not pre-approved by PMAQ will not be paid.

PMAQ reserves the right to review this arrangement at anytime.

# Version Control

| Version | Date             | Comments                          |
|---------|------------------|-----------------------------------|
| 1.0     | 15 May 2019      | Endorsed by delegate              |
| 1.1     | 13 November 2020 | Converted to relevant QH template |
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