

# Directors of Clinical Training / Medical Education Officer's Forum – Queensland

## Executive Committee - Terms of Reference

### Purpose

The Directors of Clinical Training (DCTs) and Medical Education Officer's (MEOs) Forum – Queensland (the Forum) is comprised of representatives from health facilities in Queensland that train junior medical doctors.

The Forum's Executive Committee (the Committee) is an independent committee that provides representation for Queensland DCTs, MEOs and their equivalents on issues concerning accreditation, professional development, education and welfare. The Committee consists of a core group responsible for the coordination of the Forum, to address issues raised by representatives and to action tasks assigned to the Forum.

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

### Scope

The Committee is responsible for:

- Convening the Forum's events as an opportunity for DCTs and MEOs to network and collaborate on issues pertaining to post-graduate medical education.
- Advocating for the quality and continued improvement of post-graduate medical education and training programs in Queensland with primary responsibility for prevocational medical officers.
- Communicating the work of the Committee to Forum members
- Supporting research regarding post-graduate medical education and training
- Participating in one or more PMAQ prevocational medical accreditation survey per calendar year
- Seeking Forum members' support / feedback on action tasks assigned to the Forum

### Membership

Membership of the Committee will comprise at least four members (including the Chair) but not more than 8. Members will bring expertise and interest in a range of matters relevant to medical education, training and accreditation, and one member must be a practicing clinical medical officer.

Members will be recruited through an Expression of Interest (EOI) process and include at a minimum:

1. Chair
2. Deputy-Chair
3. Director of Clinical Training
4. Medical Education Officer

## Committee Members

Elections for the Committee will be held every two years. Nominations for election must include:

1. the applicant's name and position
2. a statement (up to 1 page) 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 the Forum and relevant Forum activities.

### Eligibility

To be eligible for the Committee nominees must:

1. demonstrate an active interest in the Forum (Committee or other) or have written endorsement from the Chair to nominate
2. Maintain their status as a Director of Clinical Training or Medical Education Officer in Queensland for their term on the Committee.

### Voting

The Deputy Chair is responsible for managing the Committee election process. The Forum's 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.

## Committee Responsibilities

### Chair & Deputy Chair

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

1. Chair the committee in the interests of the Forum.
2. Chair the Committee meetings
3. Occupy membership on the PMAQ Accreditation Committee and other forums as required.

4. Report to PMAQ any concerns raised with the Committee regarding the quality of junior medical doctor education and training.
5. Approve the release of draft Committee meeting minutes within ten working days of each meeting.
6. Prepare quarterly reports for the PMAQ Accreditation Committee that discuss:
  - a. The Forum'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. Budget expenditure
  - d. Summary of any concerns / issues raised by representatives including:
    - i. their status (open / closed)
    - ii. how these have been managed

The due date for reports will be negotiated annually between the DCT/MEO Committee Executive and PMAQ.

## Committee Members

The roles and responsibilities of Committee members 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 in the interests of the Forum.
6. Members must not use their position on the Committee for personal gain or that of another person or organisation.
7. Assist in drafting the content for the quarterly reports to the PMAQ Accreditation Committee.
8. Act as a reference group to the PMAQ Accreditation Committee
9. Where requested, assist in recording and preparing minutes for approval of deputy chair and/or chair

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

## Tenure

The term of the Chair and Deputy-Chair is a total of four years (2 years for each position). The Forum's members nominate a new Deputy Chair every two years. The outgoing Deputy Chair automatically becomes the Committee Chair.

All other members of the Committee are elected for a term of two years. An individual is eligible to maintain their membership of the Committee while they remain a Director of Clinical Training or Medical Education Officer and their nomination is supported by the Forum.

## 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
4. individual has been appointed to the Committee in a particular membership category and they are no longer in that position.
5. member is no-longer a Director of Clinical Training or Medical Education Officer.

Any vacancies that occur will be managed by the Chair and/or Deputy Chair of the Committee either by 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 Forum.

## Conflict of Interest

Members are required to disclose to the Chair any 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.

## 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.

## Quorum

A quorum shall vary depending on the size of the core committee, but shall always include at least one MEO, one DCT and either 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.

Number of Committee Members	Quorum Requirements
4	3
5	3
6	4
7	4
8	5

## Other participants

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

## Attendance

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.

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

Members of the Committee will participate in Forum events where feasible.

## Frequency

The Committee will convene a minimum of four times per calendar year unless otherwise notified. The Chair of the Committee can review meeting timeframes as required.

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

Committee Members (a minimum of 2 committee members) will participate in sub-group meetings with DCT/MEO Forum Representatives, including the annual DCT/MEO Forum as required.

## Meeting Arrangements

### Secretariat

PMAQ will assume a secretariat role for the Committee for up-to four face-to-face meetings per annum within normal business hours. The secretariat role includes 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

## Meeting out of session

All decisions shall be made at a meeting of the Committee unless an issue requires a decision between scheduled meetings. In this event, at the discretion of the Chair, the Committee will be asked to make an out-of-session decision and the outcome minuted at the next scheduled Committee meeting.

- Out-of-session decisions will be coordinated by the PMAQ secretariat.
- Where a response has not been received by the due date from a member for an out-of-session paper it will indicate endorsement of the recommendations

## Remuneration

Participation in the Committee is a professional representation and no remuneration is offered, participation does however afford individuals professional linkages and the advancement of MEO and DCT agenda matters.

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

The Committee 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 any time.

## Review Terms of Reference

The Committee may review these Terms of Reference at any time following consultation with the Forum. Changes will take effect following a simple majority vote by Committee members.

## Version Control

Version	Date	Comments
1.0	31 January 2019	Endorsed by Accreditation Committee
1.1	26 November 2020	Amendments made to membership, quorum & responsibilities of committee members. Migrated to QH template.
2.0	3 December 2020	Amended to state that Chair & Deputy occupy membership on the Accreditation Committee as voting members.  Endorsed by Accreditation Committee