

Education and Training Sub-Committee

Terms of Reference

1. Roles and Responsibilities:

1.1 Educational Strategy

1. To provide advice on the strategic directions the TSANZ should take to support and promote training and education of members.
2. To initiate educational activities to enhance the professional development of members and their training.
3. Develop and promote an objectively managed Continuing Professional Development program for members as is necessary.
4. Advise the Board of any critical issues likely to impact on the capacity of the TSANZ to deliver an appropriate education and training program for its members.
5. Provide advice to the Board on strategic alliances the TSANZ should undertake with respect to education and training.
6. Give appropriate advice, guidance and support to the TSANZ members of the RACP Specialist Training Committee (STC) in Respiratory Medicine.
7. Develop strategies to increase the teaching and training skills of TSANZ members.
8. To support and respond to the educational and training needs of the Special Interest Groups of the TSANZ.
9. To work with the Professional Standards Subcommittee (PSS) on issues where education and training are pertinent.
10. To advise the Board on any other matters relevant to Education and Training and the TSANZ and respond to Board requests for advice.

1.2 Educational Grants and Awards

1. To adjudicate on the awarding of education, training and professional development grants, fellowships and awards.
2. To ensure that adjudication of all grants, fellowships and awards follows a transparent and equitable process.

1.3 Education and Training Programs

1. To assist with ensuring that the educational and training content of the ASM meets the needs of the TSANZ membership, by interacting with and supporting the CPC subcommittee.
2. To assist with evaluating the educational and training quality of the ASM.
3. To assist in running any TSANZ initiated education and training meetings as required.
4. To assist in evaluating proposed education and training meetings promoted under the auspices of the TSANZ.

2. Membership:

1. The Committee will be composed of at least 8 and no more than 12 members of the TSANZ
2. At least one member of the Committee will also be a member of the TSANZ Board.
3. The Board will appoint one member to Chair the Committee, and other members after nominations have been sought from the TSANZ membership.
4. Nominations will be called for as and when the Committee requires.
5. Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.
6. At least five members of the committee will be from the medical membership of the Society including one Advanced Trainee and one Paediatric representative.
7. There will be at least one member from each of the scientific, nursing and physiotherapy professional groups within the Society .
8. The Committee will co-opt one Advanced Trainee in Respiratory Medicine if necessary to perform the role of the deputy Advanced Trainee representative.
9. The Committee has the power to co-opt other members as required until the time of the next AGM of the TSANZ and subject to Board approval.
10. The Committee has the power to create its own advisory subcommittees subject to Board approval.
11. The committee will strive to ensure appropriate gender representation.

3. Meetings of the Committee and Reporting:

1. The Committee will meet by telephone, email or face to face as is necessary and at least 4 times per year and as determined by the Chair of the Committee.
2. The Committee will meet face to face each year at the ASM and where possible prior to the AGM
3. The Committee will report to the Board via its Chair at each Board meeting.
4. As a requirement for membership of the ETS, all members must attend or provide appropriate apology for at least 50% of all meetings, and all members must maintain their appropriate register of Conflict of Interests.

4. Governance:

1. The Chair of the Committee will be responsible for ensuring all matters of Conflict of Interest are documented and managed appropriately. As a mandatory requirement for membership, all members must complete and maintain a Conflict of Interest Declaration.
2. Any issues of conflict or uncertainty about the operation of the Committee will be resolved by the Board.
3. The Board has the right to alter the operation of the committee and can, at its discretion, disband or reconstitute the Committee.
4. Membership of the RACP Specialty Training Committee in Respiratory and Sleep Medicine and the role of TSANZ members on this committee will be subject to any agreement between the TSANZ and the RACP.
5. The quorum for a meeting of the ETS will be majority of the members of the Committee.

Current Chair: Peter Middleton

Endorsed: 1st June 2017