

Education and Training Sub-Committee

Terms of Reference

Purpose: The Education and Training sub-committee (ETS) oversees the review and endorsement of TSANZ endorsed activities within its portfolio and engages with other TSANZ Board committees to ensure appropriate education and training offerings are developed.

1. Roles and Responsibilities:

1.1 Educational Strategy

- a) To provide advice on the strategic directions the TSANZ should take to support and promote training and education of members.
- b) To initiate educational activities to enhance the professional development of members and their training.
- c) Develop and promote an objectively managed Continuing Professional Development program for members as is necessary.
- d) 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.
- e) Provide advice to the Board on strategic alliances the TSANZ should undertake with respect to education and training.
- f) Give appropriate advice, guidance, and support to the TSANZ members of the RACP Specialist Training Committee (STC) in Respiratory Medicine.
- g) Develop strategies to increase the teaching and training skills of TSANZ members.
- h) To support and respond to the educational and training needs of the Special Interest Groups of the TSANZ.
- i) To work with the Professional Standards Subcommittee (PSS) on issues where education and training are pertinent.
- j) 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

- a) To work with the Research Subcommittee in the adjudication on the awarding of education, training and professional development grants, fellowships, and awards, as appropriate.
- b) To ensure that adjudication of all grants, fellowships and awards follows a transparent and equitable process.

1.3 Education and Training Programs

- a) 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 Conference Scientific Committee.
- b) To assist with evaluating the educational and training quality of the ASM.
- c) To assist in running any TSANZ initiated education and training meetings as required.
- d) To assist in evaluating proposed education and training meetings promoted under the auspices of the TSANZ.

2. Membership:

- a) The Committee will be composed of at least eight (8) voting members of the TSANZ
- b) The Chair of the ETS will be a TSANZ Board Director and will be appointed by the Board.
- c) The membership will comprise of individuals with appropriate educational and training expertise and include a balanced representation of disciplines, encompass different craft groups, including adult and paediatric fields and ensure professional, career duration, gender and geographical diversity.
- d) The Committee will co-opt one Advanced Trainee in Respiratory Medicine, if necessary
- e) Nominations will be called for as and when the Sub-Committee needs to expand its membership; with membership approved by the Board on recommendation of the Chair.
- f) Members will hold office for 2 years and can be reappointed for a maximum of a further 2 years.
- g) Members who have already held office for their maximum term can re-apply after a year has passed.
- h) The Committee will co-opt one Advanced Trainee in Respiratory Medicine, if necessary, to perform the role of the deputy Advanced Trainee representative.
- i) The Sub-Committee has the power to create its working groups and advisory sub-committees, as required, subject to Board approval.
- j) The Sub-Committee has the power to co-opt other members as required until the time of the next Board meeting.

1. Meetings of the Committee and Reporting:

- a) The Sub-Committee will meet virtually or face to face as is necessary and at least two times per year and as determined by the Chair of the RSC.
- b) The Sub-Committee will meet each year face to face at the Annual Scientific Meeting and where possible prior to the AGM.
- c) The Sub-Committee will report to the Board via its Chair at each Board meeting.
- d) 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.
- e) The Chair shall review and approve the agenda items and advise if an item needs to be added to the agenda.
- f) The Chair shall review and approve the minutes of the meeting before these are circulated to the Committee for confirmation at a subsequent meeting.
- g) The meeting agenda and associated papers will be circulated at least five business days in advance of the meeting.
- h) Secretariat support will be provided by TSANZ office staff.

2. Governance:

- a) The Chair of the Sub-Committee will be responsible for ensuring all matters of conflict of interest are documented and managed appropriately.
- b) Any issues of conflict or uncertainty about the operation of the sub-committee will be resolved by the Board.

- c) As a mandatory requirement for membership, all members must complete and maintain a Conflict-of-Interest Declaration
- d) The Board has the right to alter the operation of the Sub-Committee and can at its discretion, disband or reconstitute the Sub-Committee.
- e) Membership of the sub-committee is solely on the basis of providing advice to the TSANZ Board and any working relationships or partnerships with other organisations are at the discretion of the Board.
- f) A majority of the members of the Sub-Committee shall constitute a quorum and may, whenever those members deem fit, convene the meeting of the Sub-Committee, provided that either the Chair or the Deputy Chair is among those present.
- g) 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.